

**FAX1150  
FAX1250  
FAX1550MC  
MFC1650  
MFC1750  
MFC1850MC  
MFC1950MC PLUS**

# OWNER'S MANUAL

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- Chapter 1: SETUP & PREPARATION BEFORE USE
- Chapter 2: THE CONTROL PANEL KEYS
- Chapter 3: HOW TO USE ON-SCREEN PROGRAMMING (OSP)  
AND HELP KEY
- Chapter 4: TELEPHONE FUNCTION SETTINGS
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- Chapter 11: HOW TO USE THE COPY FUNCTION
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(Only for MFC 1650/1750/1850MC/1950MC)



**Thank you for your purchase of the Brother Plain Paper Multi-Function Center.**

**In order for you to begin using your new MFC, we have provided you with a free starter package of high quality laser plain paper (located inside the MFC Carton).**

**Your new plain paper MFC works with virtually any plain paper, but we recommend a laser plain paper\* for the best results when using your MFC as a printer.**

**\* laser plain paper is available at almost any office supply store.**

## How to Use This Owner's Manual

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Thank you for purchasing a Brother fax machine. This fax machine has been designed to be simple to use, but you can utilize it to its fullest potential by taking some time to read this owner's manual. You will be ready to use the fax machine as soon as you read the first four chapters. Then you can refer to topics in the remaining chapters, as needed.

### Structure of the Manual

#### ■ Chapters 1-4

How to set up the fax machine and what you need to know before you use it.

#### ■ Chapters 5-7

Basic operations, how to send and receive faxes.

#### ■ Chapters 8-10

Advanced operations for sending and receiving faxes.

#### ■ Chapter 11

How to copy.

#### ■ Chapter 12

How to print reports and lists.

#### ■ Chapters 13-16

Important Information.

### Finding Information in the Owner's Manual

- Use the **table of contents**. This side of the manual is coded so you can find topics easily.
- If there is a **key on the fax machine** you are not familiar with, refer to **chapter 2**.
- To find information about a function, refer to the "**Function Selection Table**" in **chapter 3**.
- If you have **trouble**, refer to **chapter 13** on troubleshooting.
- Use the **chapter 15 index**.

## Test Sheet Procedure

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Please fill out the TEST SHEET and fax it to **1-908-469-4547 (USA)**, **1-514-685-0702 (CANADA)** as your first transmission. This will verify that your fax machine is properly installed.

When this document is received at Brother Diagnostic Center, a confirmation sheet will be sent back to your machine from Brother Automatic Fax Back Response System (USA only). Be sure to set up your "Station ID". (See page 4-3.)

### USA

FAX NO. : **1-908-469-4547** (Fax Transmission Only)

TEL NO. : **1-800-284-4FAX** (Voice Phone Only)

**1-800-284-4329**

### CANADA

FAX NO. : **1-514-685-0702**

TEL NO. : **1-800-853-6660**





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## 1. SETUP & PREPARATION BEFORE USE

### ***Common Misunderstandings about Fax Machines***

This section is for people who are using a fax machine for the first time. Its purpose is to take away the mystery. Once you understand the meaning of the new tones you will be hearing on your phone line, you will be able to send and receive faxes with ease. This will help you troubleshoot an occasional problem with a fax transmission, by listening through your one-way speaker to discover the problem.

#### ***What Are Fax Tones?***

**First the sending machine sends CNG tones, soft intermittent beeps at 4 second intervals.** You will hear them when you dial and press the Start key. CNG stands for “calling” tones. They continue for 30 seconds after dialing; during that time the sending machine must begin the “handshake” with the receiving machine. Each time you send an “automatic” fax transmission, you are sending calling tones over the phone line. Learn to listen for these soft beeps each time you answer a phone on your fax line so you will know if you are receiving a fax message.

**Then the receiving machine responds with fax receiving tones, loud chirping sounds.** When a machine begins the receiving mode cycle, it will chirp for 40 seconds over the phone line. At the same time, the fax machine’s display screen will say “receiving”. If you set your machine to Auto answer mode for a dedicated fax line, it will answer every call automatically with fax receiving tones. Sometimes people will call your fax line by mistake and hang up when they hear the shrill chirping sounds. Your machine is not malfunctioning when it continues to say “receiving”; it must complete its 40 second cycle, even though the call was not a fax message and the caller hung up. To take your machine out of receiving mode, press the Stop key.

**The fax machine answers with a short beep** when it answers in F/T or Message Center mode. This can not be changed. After the beep the fax machine listens for CNG tones. When it hears CNG tones, it responds with receiving tones.

#### ***Why Does the Ring Change in F/T Mode?***

**When a double-ring (short, short) occurs after the normal long rings in the Fax/Tel Switch (F/T mode), it means your fax machine is telling you to take over a call.** The fax machine has answered either a telephone call or a manual fax (no calling tones). When you hear the double-ring, **pick up any extension phone or the handset of your fax machine.**

### ***What is the Fax “Handshake”?***

The calling machine sends CNG tones (beeps) and the receiving machine sends receiving tones (chirps). During the handshake these tones must overlap for 2-4 seconds so the fax machines can set up protocol. The sending machine states how it is sending the message; the receiving machine answers whether it is capable of receiving that way. The sending machine's CNG tones continue for only 30 seconds after the number is dialed. Calls must be answered within 4 rings (20-22 seconds) or less, because the handshake can not begin until the call is answered. With 4 rings, only 8-10 seconds are left for the fax machines to hear their tones clearly and communicate. **Timing is crucial.**

When you have a telephone answering device (TAD) on your fax line, you can set the TAD to answer in 4 rings as long as you record a 5 second silence as the beginning of your OGM (outgoing message) (see page 7-14 for more information.). This will prevent the OGM from covering up the fax tones during the 8 seconds that are left for the handshake. As soon as your TAD answers a call, your fax machine will listen for fax tones for 30 seconds. So you must limit your speaking to 20 seconds (25 second total OGM). Since many people dial manually without realizing they are not sending fax tones, you should give your Remote Activation Code (\*51) as the last part of your 20 second Message. For example: “After the beep, either leave a message or send a fax by pressing \*51.” (See page 7-11 for more information.)

### ***What Causes the Transmission Verification Report to Print “Result: NG”?***

During the handshake, the document(s) you are sending begin to roll through the feeder and stop until the handshake is completed and the machines are ready to send and receive the data. If there is noise or static on the phone line or if the machines do not agree on protocol, they drop their baud rate to the next lower level and try again. The initial baud rate for FAX 1550MC, MFC 1650/1750/1850MC/1950MC is 14400, then 12000, 9600, 7200, 4800 and finally 2400. (The FAX 1150/1250 begins at 9600 baud.) Transmissions as low as 2400 baud can be successful. So, do not stop your machine. If the transmission fails, a Transmission Verification Report will be printed automatically with “Result: NG”. This usually means the transmission was “No Good” because of temporary noise or static on the phone line. Try to send the fax again. Also, you may try sending a fax to other locations to see if the problem is on the phone line at your end.

### ***Is This a Fax Call?***

There are three signs that the call you answered is a fax. You will hear either soft intermittent beeps (Automatic transmission), silence (Manual transmission) or the voice of someone telling you he or she is trying to send you a fax (Manual transmission). **Do not hang up the handset.** It is very frustrating for the person who hears you repeatedly answer and hang up. People who dial manually are waiting to hear fax tones before pressing Start key. You must activate your fax machine to take over the call before you disconnect the line by replacing the handset.



## ***How Can I Send the Call to My Fax Machine?***

When you answer a call that is a fax transmission, you must activate your fax machine to go into fax receiving tones (chirping) before you hang up. If you have answered the fax handset, press the **Start** key and hang up immediately. If you are on another phone, there is no Start key so you must press your three-digit Remote Activation Code. The factory default setting is **\*51**. Press the code **quickly and wait** to hear your fax machine chirp through the handset. It takes 3 seconds for the fax to respond. You can press the code as many times as needed.

## ***What is the Difference Between Automatic and Manual Transmission?***

**Automatic transmission is the easiest way to send a fax.** Simply place the document(s) face down in the feeder, dial the phone number and press the Start key immediately. **Do not pick up the handset or press the Hook key.** Calling tones will go over the phone line.

**Manual transmission occurs when you start with a dial tone before you dial,** by lifting the handset or pressing the Hook key. You will hear the rings on the phone line. You must wait to hear the receiving machine answer with a chirp before you press the Start key. If you wait too long to press Start without a document in the feeder, your fax machine will go into receiving mode instead of sending and you will see “receiving” on the screen.

## ***What is the Difference Between Automatic and Manual Dialing?***

**Automatic dialing** is when you dial by pressing the keys where you stored a number. Your fax machine stores two kinds of automatic dialing numbers: **One-Touch** and **Speed-Dial**. Reserve your most frequently dialed numbers (and Groups) for your One-Touch keys; all you have to do is press the One-Touch key followed by the Start key (2 key strokes). To use a Speed-Dial number, press the Speed-Dial key and the two-digit code you used to store the number, followed by the Start key (4 key strokes). You can dial automatically using One-Touch and Speed-Dial numbers for both automatic and manual transmissions.

**Manual dialing** is simply pressing all the digits of the phone number. You can dial manually for both automatic and manual transmissions.

## ***What Should I Do If My Fax Machine Does Not Have a Dial Tone?***

There are three jacks in the back of the fax machine: LINE, EXT and PC I/F. Double-check that the telephone line cord is plugged into the LINE jack and not into EXT or PC I/F. (Plugging the telephone line cord into the EXT or PC I/F jack is the most common cause of no dial tone.)

If the telephone line cord is plugged into the LINE jack of the fax machine and you do not get a dial tone, test the phone line. Go to another phone and check for a dial tone; then bring that working telephone and line cord and plug them into the wall jack for your fax machine. If you do not get a dial tone with the working phone, the problem is the phone line. Call the Telephone Company and report the problem.

### ***Choosing a Suitable Place for Your Fax Machine***

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Use the following list as a guide to find a suitable place for your fax machine.

#### ***The Good Places...***

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Place your fax machine on a flat, level and stable surface, such as a desk.

Select a place that is free of vibration and shocks.

The mains plug on this equipment must be used to disconnect mains power.  
Please ensure that the socket outlet is installed near the equipment and shall be easily accessible.

#### ***And the Bad Places...***

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Avoid setting it up in a high-traffic area.

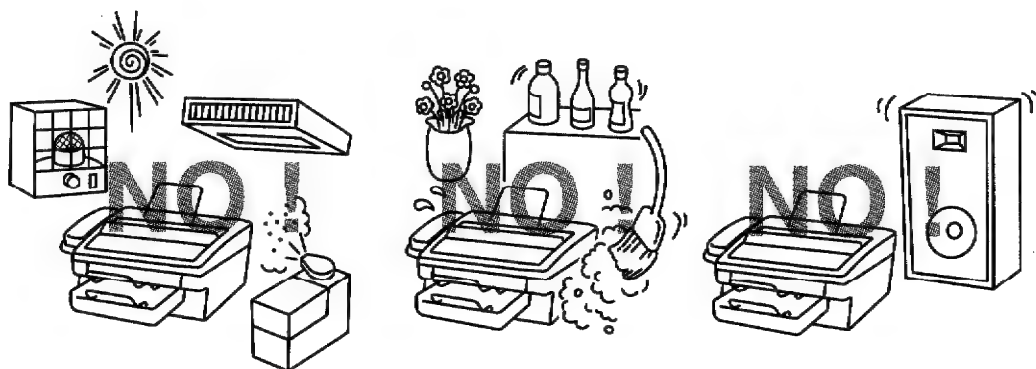
Avoid setting up the machine near heaters, air conditioners, water, chemicals, or refrigerators.

Do not select a place that exposes your fax machine to direct sunlight, excessive heat, moisture, or dust.

Do not connect your fax machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory.

Do not connect your fax machine to electrical outlets on the same circuit as large appliances or other equipment that might disturb the power supply.

Avoid interference sources, such as speakers or the base units of cordless phones.



# SETUP & PREPARATION BEFORE USE

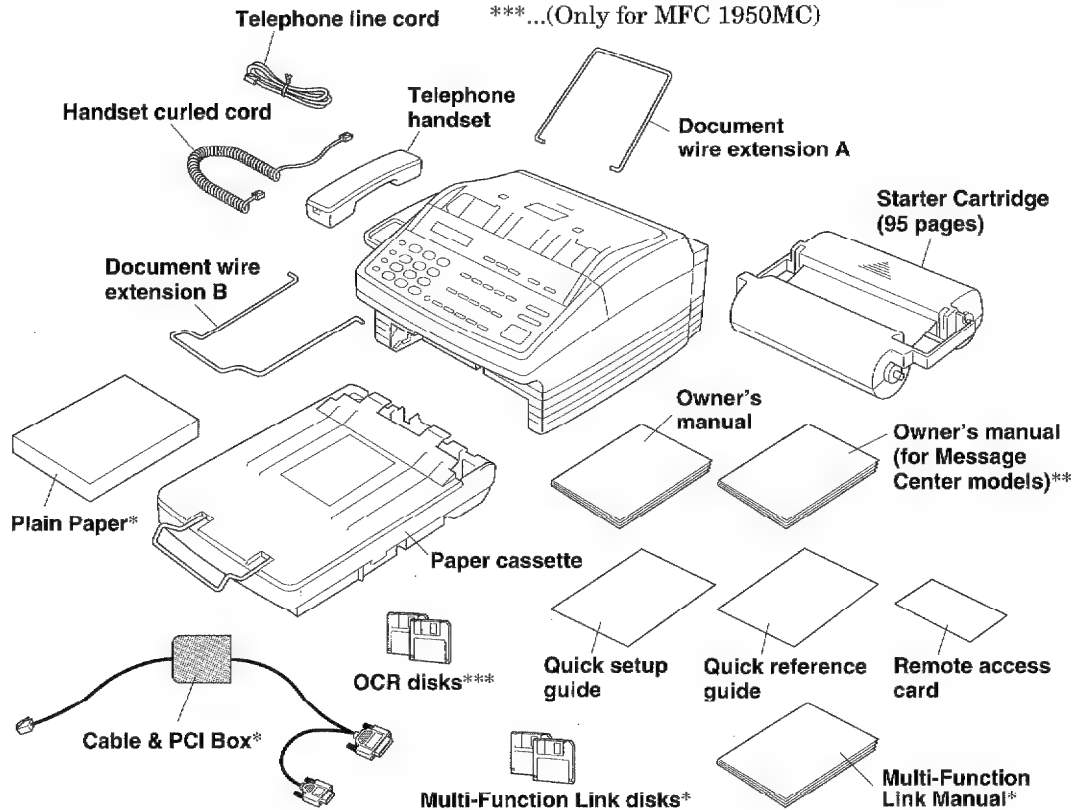
## Packing List

Please check to see that you have the following items:

\*...(Only for MFC 1650/1750/1850MC/1950MC)

\*\*...(Only for FAX 1550MC/MFC 1850MC/1950MC)

\*\*\*...(Only for MFC 1950MC)



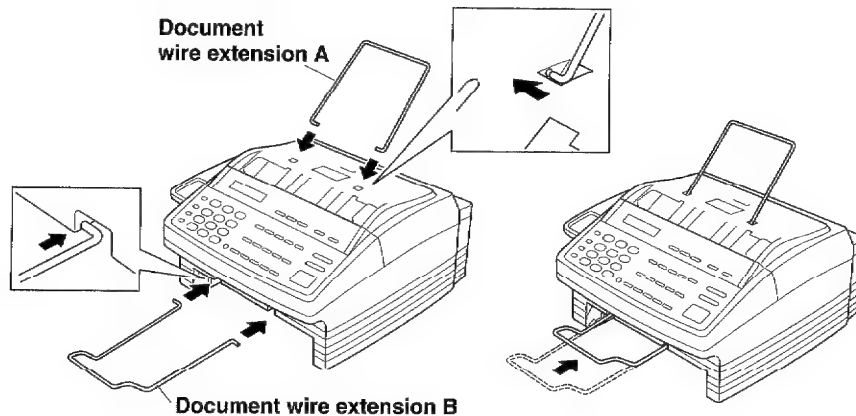
## NOTICE

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- For PLUGGABLE EQUIPMENT, the socket-outlet should be installed near the equipment and should be easily accessible.

## Setting up Your Fax Machine

Follow these steps to set up your fax machine:

### 1. Attach the wire extensions.



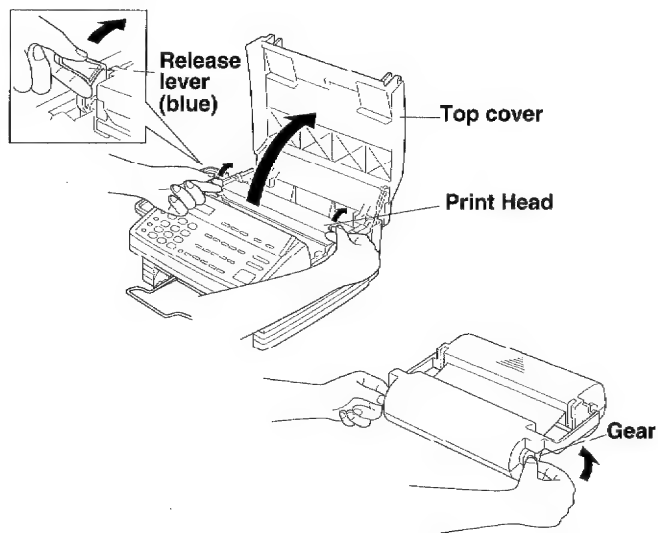
### 2. Install the printing cartridge.

1) Open the top cover.

2) Lift the two blue release levers.  
The print head will pop up.

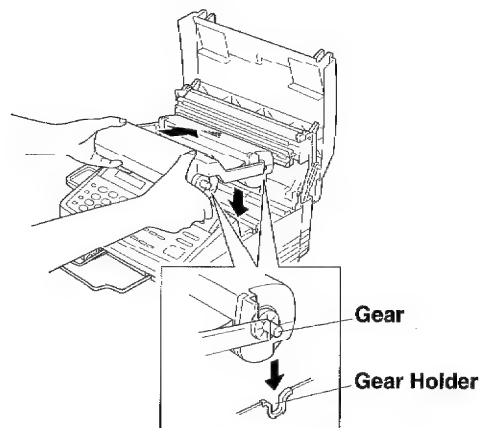
3) If a used cartridge is still in the machine, take it out.

4) Tighten Ribbon in Cartridge carefully.



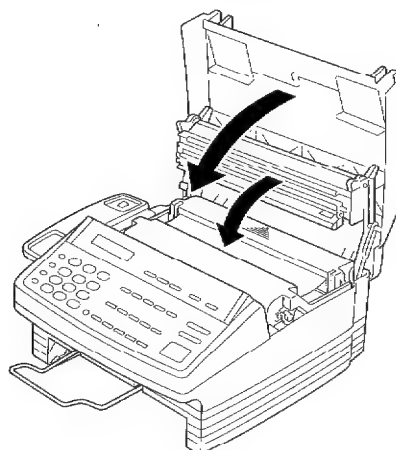
5) Carefully install a new cartridge inserting the marked side first.

Make sure that the four cartridge gears rest in the white gear holders.



- 6) Push the print head down slowly and completely. Make sure it latches.

- 7) Close the top cover.  
NOTE: The starter cartridge prints only 95 pages.



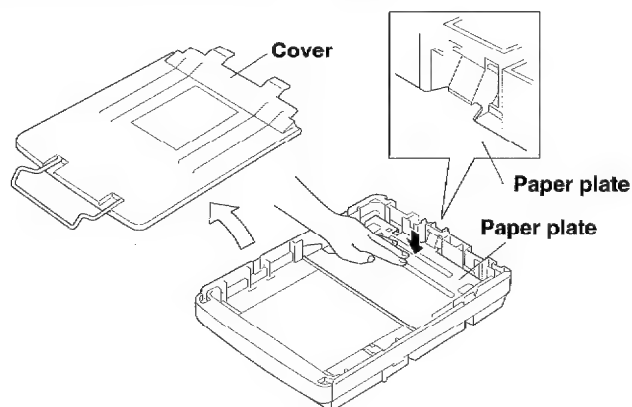
## **3. Install the Paper Cassette.**

The paper cassette can hold about 200 sheets of paper (20lbs).

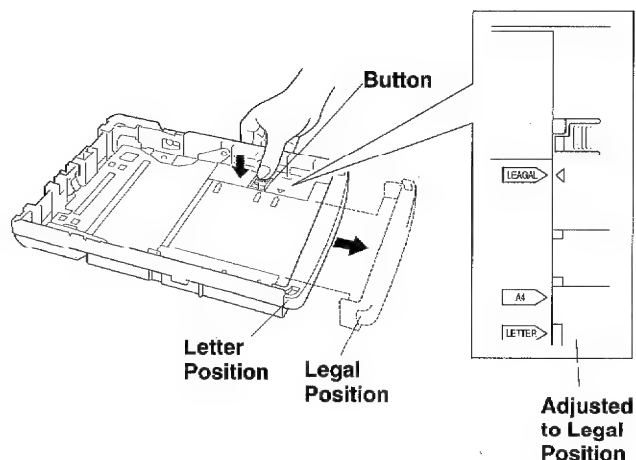
- 1) Raise the paper cassette slightly and pull it toward you to remove.

- 2) Take off the cover.

- 3) Push the paper plate down until it locks into position.

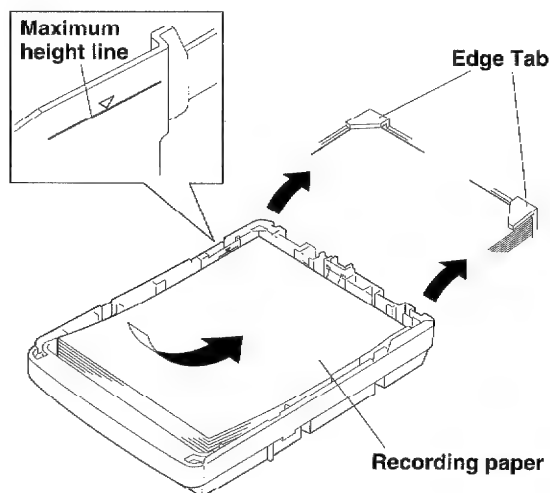


- 4) Adjust the paper setting to letter or legal position depending upon the size you are using. When you use legal size paper, press the button and pull the front part of the cassette toward you.



## SETUP & PREPARATION BEFORE USE

- 5) Place up to 200 sheets of plain paper face down into the cassette.
- 6) Place the paper in the cassette.  
Make sure the front right and left corners of the paper are under the edge tabs.  
Do not place paper above the maximum height line, or paper may jam.
- 7) Close the cover on the cassette.
- 8) Slide the paper cassette into the fax machine until it locks into place.



### NOTICE

#### ***About the Recording Paper...***

Please use standard copier paper for the recording paper as below :

Width : 216mm (8.5")

Length: Letter/Legal/A4 size

Weight: 17 lb to 24 lb

#### ***About the Cassette...***

When you pull the paper cassette, it is necessary to push the paper plate down until the cassette "clicks" into position before you re-install the cassette in the fax machine. Otherwise "PAPER EMPTY" will remain on the LCD display and you can not re-install the cassette. Also, please do not pull out or re-insert the cassette while the machine is operating (for example, copying, transmitting or receiving), or a paper jam may occur.

#### **4. Connect the handset and the curled cord.**

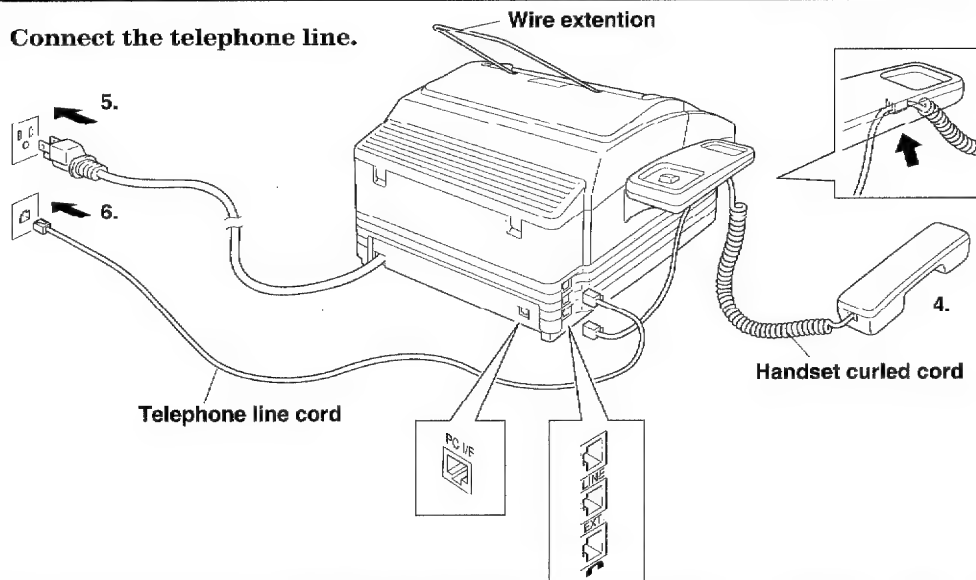
## 5. Connect the power cord.

When you connect the power, the display will show "01/01/1996 00:00".

### NOTICE

1. This fax machine must be grounded using a 3-prong plug.
2. Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your fax machine on when you connect it to a telephone line.
3. Lightning and Power Surges can damage this product! We recommend that you use a quality Surge Protection Device on the AC power line as well as the telephone line or unplug the lines during a lightning storm.

## 6. Connect the telephone line.



### FOR YOUR INFORMATION

#### **Roll Over Phone Lines**

A roll over phone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or "rolled over" to the next available phone line in a preset order.

**Your fax machine can work in a roll over system as long as it is the last number in the sequence so the call can not roll away. Do not put the fax machine on any of the other numbers. When the other lines are busy and a second fax call is received, the fax call is transferred to a line that does not have a fax machine.**

#### **Two Line Phone System**

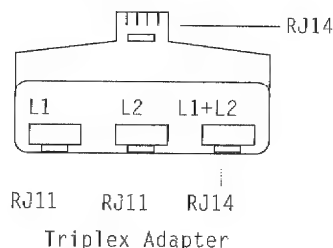
A two line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your fax machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain 4 wires (black, red, green, yellow). To test the type of jack, plug in a two line phone and see if it can access both lines. If it can, you must separate the lines for your fax machine.

## FOR YOUR INFORMATION

### ***Converting Telephone Wall Outlets***

There are three ways to convert to an RJ11 receptacle. The first two ways may require assistance from the telephone company. You can change the wall outlet from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the phone numbers to it. The third way is the easiest. Buy a triplex adapter.

You can plug a triplex adapter into an RJ14 wall outlet. It will separate the wires into two separate RJ11 jacks (line 1, line 2) and a third RJ14 jack (lines 1 and 2). Plug the fax machine into L2 of the triplex adapter.

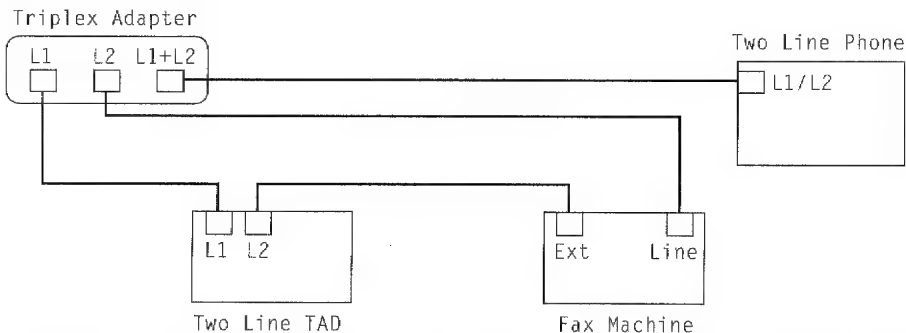


### ***Installing a Fax Machine, Two Line TAD and Two Line Telephone***

When you are installing a two line telephone answering device (TAD) and a two line telephone, your fax machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the fax machine on line 2. The back of the two line TAD must have two telephone jacks: one labeled L1 or L1 and L2 and the other labeled L2. You will need at least three telephone line cords: the one that came with your fax machine and two for your two line TAD. You will need a fourth line cord if you add a two line telephone.

Place the two line TAD and two line telephone beside your fax machine. Plug one end of the telephone line cord for your fax machine into the L2 jack of the triplex adapter; plug the other end into the LINE jack in the back of the fax machine. Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter; plug the other end into the L1 or L1 and L2 jack in the back of the two line TAD. Plug one end of the second telephone line cord for your TAD into the L2 jack in the back of the two line TAD; plug the other end into the EXT jack in the back of the fax machine. The two line TAD hookup is complete. It will answer both lines as usual.

You can keep two line telephones on other wall outlets as always. There are two ways to add a two line telephone to the fax machine's wall outlet. Plug the telephone line cord from the two line telephone into the L1+L2 jack of the triplex adapter. If you prefer, you can plug it into the TELE jack in the back of the two line TAD instead.





## FOR YOUR INFORMATION

### ***Multi Line Connections (PBXs)***

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (private branch exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you.

It is advisable to have a separate line for the fax machine. You can then leave the machine in Auto Answer Mode to receive faxes at any time of the day or night.

If the fax machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This will prevent the unit from being activated each time a telephone call is received.

- As with all fax units this machine must be connected to a two wire system. If your line has more than two wires, proper connection of the fax machine can not be made.

### ***Connecting to a Private Branch Exchange***

The following points should be kept in mind if you are installing the machine to work with a private branch exchange (PBX).

- 1) It is not guaranteed that the unit will operate correctly under all circumstances with PBXs. Any cases of difficulty should be reported first to the company that handles your PBX.
- 2) If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to be MANUAL. (See page 7-2.) All incoming calls should initially be regarded as telephone calls.
- 3) The unit may be used with either the pulse or tone dialing telephone types.

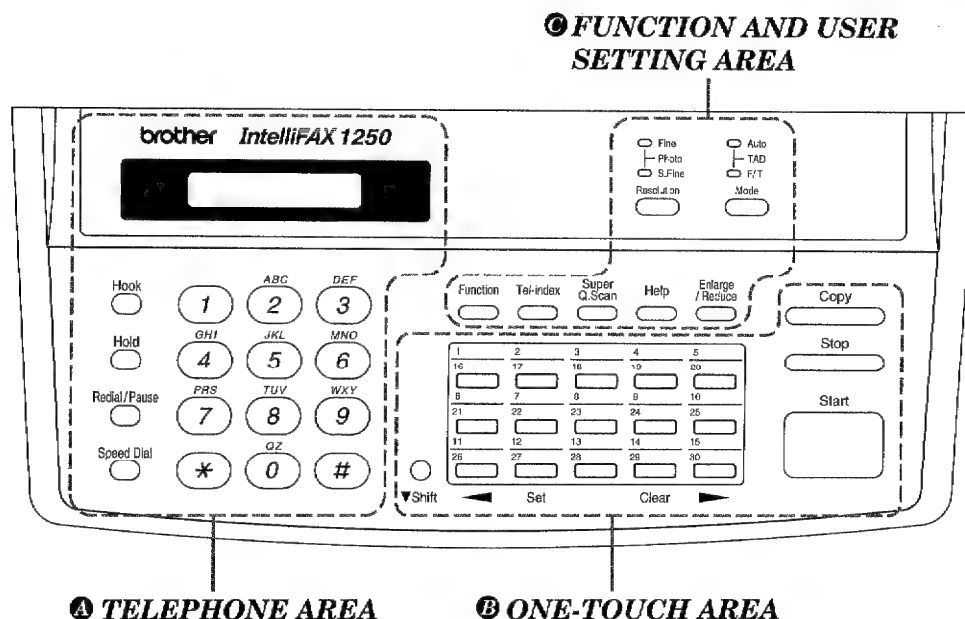
### ***Custom Features on Your Phone Line***

If you have Call Waiting, Ring Master, Voice Mail, an Answering Service, an Alarm System, or any other custom feature on your telephone line, it may create a problem in the operation of your fax machine.

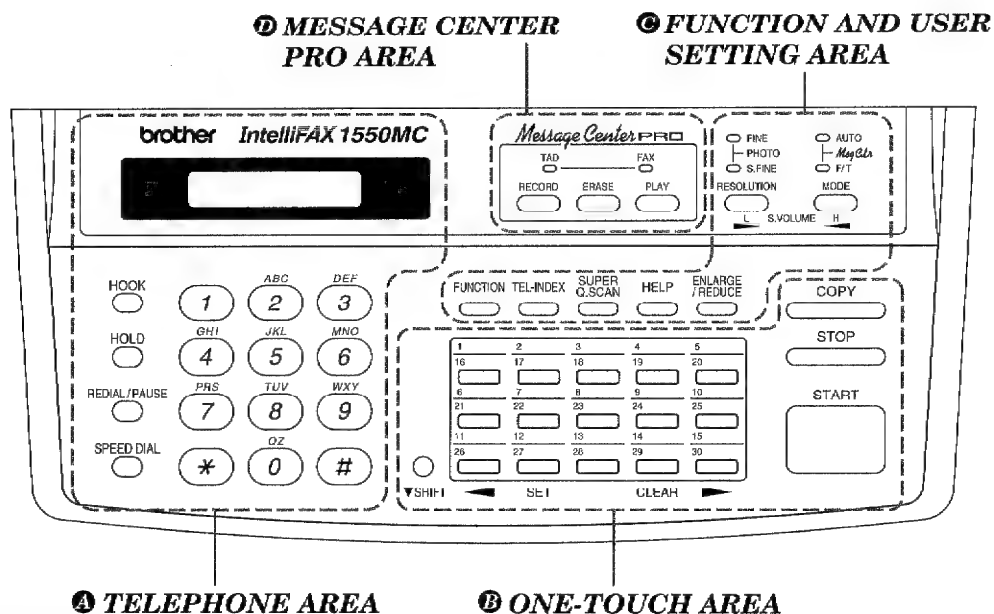
# THE CONTROL PANEL KEYS

## 2. THE CONTROL PANEL KEYS

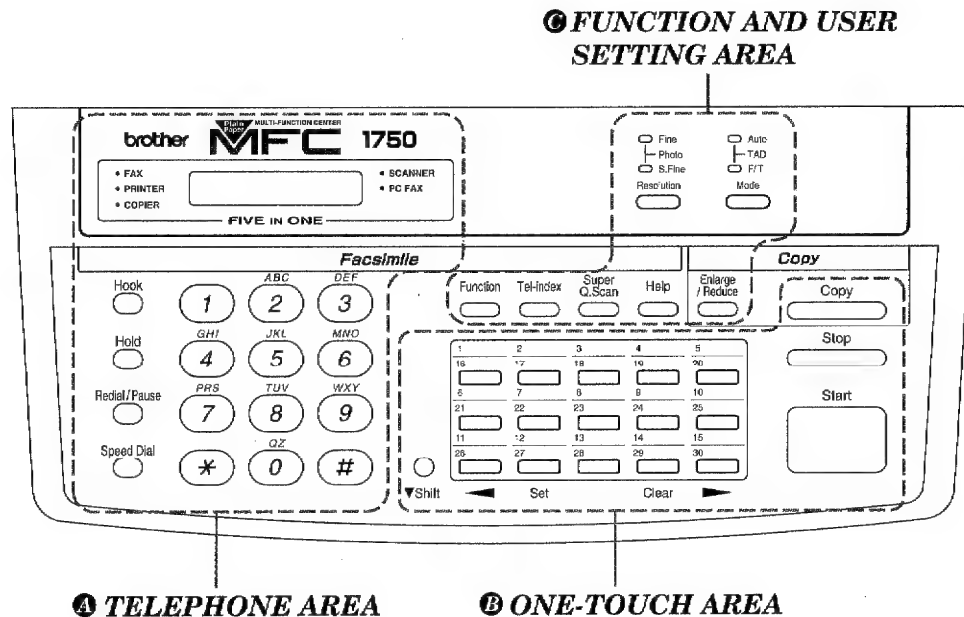
**FAX 1250 (FAX 1150 panel keys are same as 1250.)**



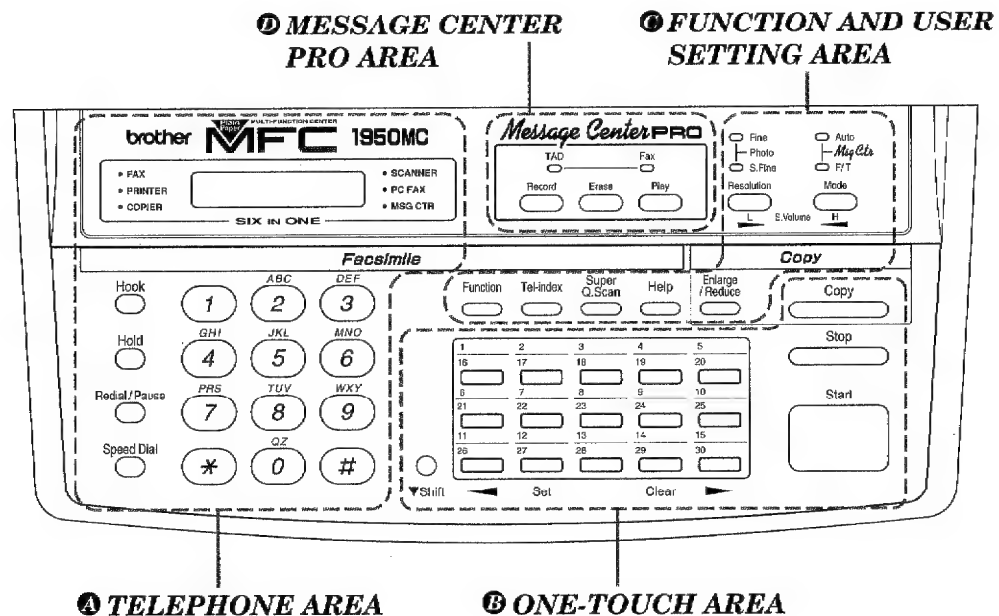
**FAX 1550MC**



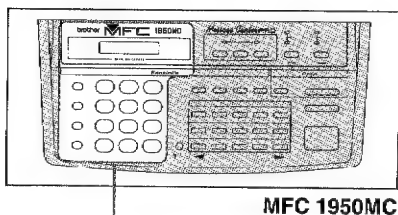
**MFC 1750 (MFC 1650 panel keys are same as 1750.)**



**MFC 1950MC (MFC 1850MC panel keys are same as 1950MC.)**



## A TELEPHONE AREA



### 1. Liquid Crystal Display

The LCD displays messages that will help you set up and operate your fax machine. (On-Screen Programming) (See page 3-1.)

### 2. Number Keys

These twelve keys are used to dial phone and fax numbers (see page 5-1), and can also be used as an alphanumeric keyboard for entering information into the fax machine (see page 3-9~10).

### 3. Hook

This key lets you dial telephone and fax numbers without lifting the handset. (See page 5-1.)

### 4. Hold

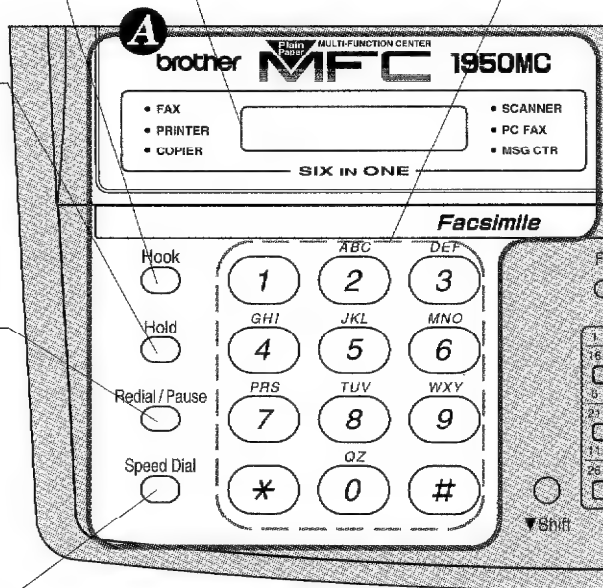
You can use this key to put a call on hold. (See page 5-1.)

### 5. Redial/Pause

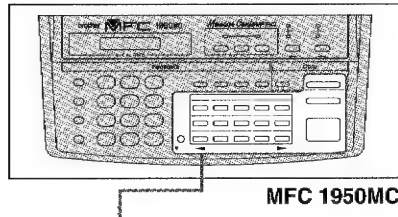
This key re-dials the last number called. (See page 6-5.) This key also inserts a pause in autodial numbers. (See page 4-5, 5-1.)

### 6. Speed-Dial

This key lets you access previously stored speed-dial phone numbers by entering a two digit number. (See page 4-6, 5-1.)



## B ONE-TOUCH AREA



### 7. One-Touch Dial Keys

These 15 keys give you instant access to previously stored phone numbers. (See page 4-4, 5-1.)

### 9. ◀ (Left Arrow)\*

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in function mode (see page 3-1) or Telephone Index (see page 5-2).

### 8. Copy

Press this key to make a copy. (See page 11-1.)

### 10. Stop

This key stops a fax, cancels an operation, or exits from function mode. (See page 3-2.)

### 11. Shift

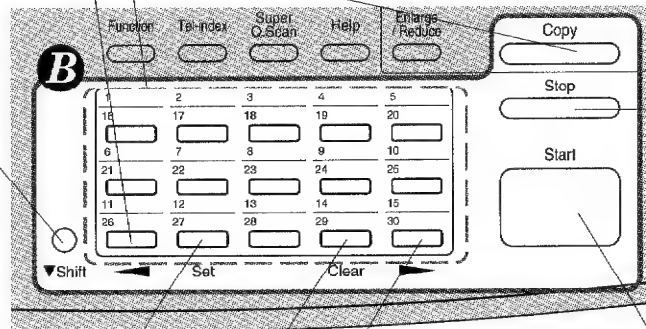
This key is used to access the "16" through "30" One-Touch keys. (See page 4-4.)

### 12. Set\*

This key is used for storing a function setting into the fax machine. (See page 3-2.)

### 14. Clear\*

This key deletes entered data or backs up one step in a function procedure. (See page 3-2.)



### 13. Start

Use this key to start an operation, such as sending a fax. (See page 6-5.)

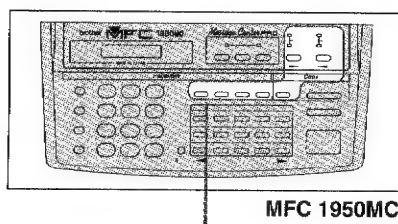
### 15. ▶ (Right Arrow)\*

This key moves the LCD cursor to the right, and it also lets you advance one step when you are in function mode (see page 3-1) or Telephone Index (see page 5-2).

\* The Left and Right Arrow keys, Set and Clear keys are also shared with one-touch keys.

## THE CONTROL PANEL KEYS

### ⑥ FUNCTION AND USER SETTING AREA



#### 16. Function

This key accesses the function and programming mode (OSP), so you can alter various settings. (See page 3-1.)

#### 18. Tel-index

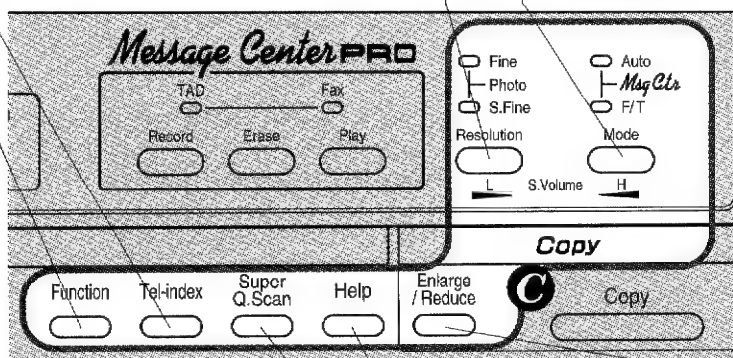
This key allows you to look up numbers stored in the dialing memory alphabetically. (See page 5-2.)

#### 17. Resolution

This key is used to set the resolution requirements when sending a fax. (See page 6-2.)

#### 19. Mode

This key is used to specify how the fax machine should handle incoming calls. (See page 7-1.)



#### 20. Super Q. Scan

This key enables you to scan in your originals at twice the normal speed, by storing them in the memory before actual transmission. (See page 6-6.) When it is pressed, Broadcasting is available. (See page 6-8.) When it is pressed together with **Shift**, Multi Transmission is available. (See page 6-9.)

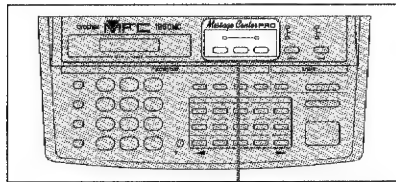
#### 22. Enlarge/Reduce

This key is used for copying with reduction or enlargement. You can select one of the following ratios: 150%, 125%, 120%, 100%, 93%, 87%, 75% and 50%. You can also use the Auto Reduction function to have the machine automatically calculate the reduction ratio to fit to the size of your recording paper. (See page 11-3~4.)

#### 21. Help

Press this key whenever you want a quick reference Help List printed. This Help List will give you information on how to perform settings for a function, how to register information, or how to get some basic information for sending or receiving faxes. (See page 3-8~9.)

**① MESSAGE CENTER AREA**  
**(Only for FAX 1550MC, MFC 1850MC/1950MC)**



MFC 1950MC

**23. TAD and Fax Indicator Lights**

These lights tell you whether voice or document messages are stored in the memory. (See page 2-9 of Message Center Manual.)



**24. Record**

Use this key to record outgoing voice messages, memo and voice alarm messages into your fax machine. You can also record voice or fax messages and information stored for the Message Center Pro features. (See page 2-16, 25, 3-6~7, 12~13 of MC Manual.)

**25. Erase**

This key erases voice or fax messages stored in your fax machine. You can also erase voice or fax messages and information stored for the Message Center Pro features. (See page 2-12, 13, 27, 3-8, 10, 13~14, 21 of MC Manual.)

**26. Play**

Use this key to listen to incoming voice messages, outgoing voice messages, memos and voice alarm messages stored in your fax machine. You can also play the voice messages and information or print the fax messages and information stored for the Message Center Pro features. (See page 2-10, 13, 3-8, 10, 14, 16, 18, 20 of MC Manual.)

### 3. HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

#### *User-friendly Programming*

We have designed your fax machine with on-screen programming and a **Help** key, user-friendly programming that helps you take full advantage of all the functions your fax machine has to offer.

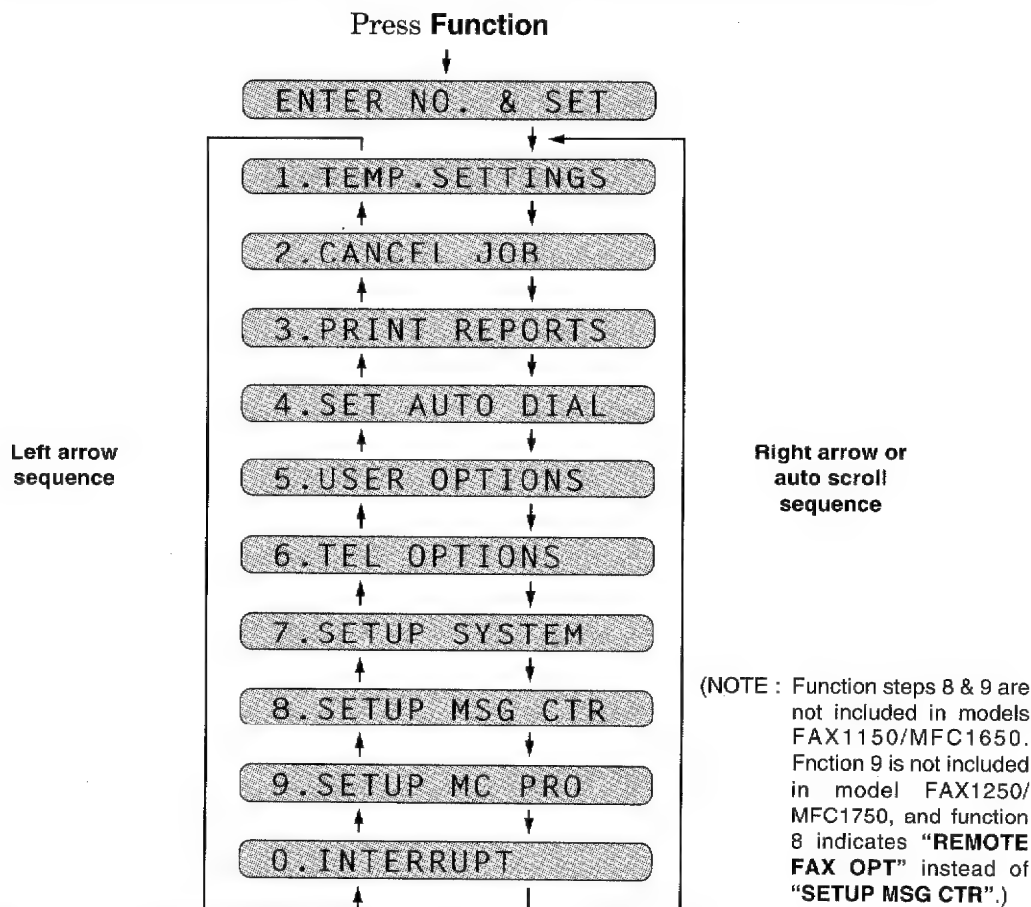
#### *On-screen Programming (OSP)*

Since your fax programming is done on the LCD, we created step-by-step on-screen prompt messages to help you program your fax machine. All you need to do is follow the prompt instructions as they guide you through the function menu selections and programming options and settings.

#### *Using the Function Mode to Access On-screen Programming (OSP)*

You can access the function mode by pressing **Function** found in the Function and User Setting Area of your fax Control Panel. (See page 2-5.)

When you enter function mode, your fax machine will display a list of Level One Functions to choose from (see pages 3-2 through 3-7 for these Level One Functions), as seen below:





## HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

These function options will appear one after the other on the display. You can then choose one of these options by pressing **Set** when the option you want appears on the LCD.

You can also move through the function menu options at a faster rate by pressing **►** (right arrow). (See page 2-4 to locate this key on your Control Panel.) When you find the option you want, press **Set**.

You can simply press the Level One Function number associated with each option (refer to pages 3-2 through 3-7).

**Helpful Hints** If you want to exit function mode, simply press **Stop**. Also, if you select the wrong menu, and wish to return to the previous step, press **Clear**.

### *Alternating Displays for On-screen Programming (OSP)*



When you see alternating displays, the LCD will usually alternate between the currently selected option, and a help message giving brief instructions on how to proceed. The example shows the current speaker volume is high and prompts you to use **◀** (left arrow) and **▶** (right arrow) to change the setting, and then to press **Set** to store it.

### *Function Selection Table*

If you have a basic understanding of how to program a fax machine, you can perform most of the programming settings without the owner's manual. To help you understand the function selections, options, and settings that are found in your fax programs, we have the following Function Selection Table.

Read through this table to gain a basic understanding of what your new fax model can do, and then the next section will begin instructing you how to use on-screen programming.

Level one function	Level two function	Explanation of Options	Factory setting	Page
1. TEMP. (TEMPORARY) SETTINGS	1. TIMER	Use this for sending documents at a later time.	—	6-7
	2. POLLING	Polling is the process of retrieving faxes from another machine. You can also choose whether you want your polling secured. STANDARD/SECURE	STANDARD	8-1-6
	3. CALL RESERVE	You can send a fax and then talk to the recipient using the CALL RESERVE function. ON/OFF	OFF	6-18-19

## HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

Level one function	Level two function	Explanation of Options	Factory setting	Page
<b>1. TEMP. (TEMPORARY) SETTINGS</b>	<b>4. CONTRAST</b>	There are three types of contrast settings. Usually the AUTO setting is acceptable. But if you want to send or copy an especially light or dark document, you should change this setting. AUTO: Default is AUTO. Contrast setting always reverts to AUTO after one transmission. S. LIGHT: To send very light documents. S. DARK: To send very dark documents.	AUTO	6-3
	<b>5. RESOLUTION</b>	If you need to send a set of originals at various resolutions, this function will allow you to set the required resolution page by page. (If all documents are the same resolution, use the Resolution key. See page 2-5 #17.) STANDARD/FINE/S. FINE/PHOTO	STANDARD	6-13
	<b>6. OVERSEAS MODE</b>	If you have trouble when sending overseas, you may want to set OVERSEAS MODE to ON. ON/OFF	OFF	6-12
	<b>7. COVERPAGE</b>	An automatic Cover Page will allow you to send details of who the fax is going to, who it is from and when it was sent. ON/OFF	OFF	6-17~18
	<b>8. PASSWORD TX</b>	You can send a fax with a four-digit password.	—	9-1~2
<b>2. CANCEL JOB</b>		If you wish to cancel a job that has been set with the timer, a polled job etc., use this function.		6-11
<b>3. PRINT REPORTS</b>	See page 12-1 for a list of reports.	You can print several different lists and reports, which are available under function item 3. PRINT REPORTS.		12-1~6
<b>4. SET AUTO DIAL</b>	<b>1. ONE-TOUCH DIAL</b>	If you register names and numbers on One-Touch dial keys, you can dial a number automatically just by pressing a One-Touch key. (Max. of 30 locations)	—	4-4~5
	<b>2. SPEED-DIAL</b>	If you register names and numbers as Speed-Dial numbers, you can dial a number automatically just by pressing Speed Dial and a two-digit number. (Max. of 30 locations for FAX 1150/1250/MFC 1650, 60 locations for MFC 1750/1850MC and 100 locations for 1550MC/MFC 1950MC)	—	4-6~7

## HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

Level one function	Level two function	Explanation of Options	Factory setting	Page
<b>4. SET AUTO DIAL</b>	3. SETUP GROUPS	This is used for setting up a group number used for broadcasting.	—	4-8-9
<b>5. USER OPTIONS</b>	1. SMOOTHING	Smoothing enhances the appearance of incoming faxes. If you set SMOOTHING to ON, you will receive messages with the smoothing enhancement. ON/OFF	ON	7-5
	2. BEEPER	You can adjust the volume of the beeper with this function. OFF/LOW/HIGH	LOW	4-1-2
	3. COVERPG ON/OFF	If you set COVERPAGE to ON, you can send your documents with a Cover Page generated by your machine. When the COVERPAGE setting is ON, you can select a Cover Page comment. ON/OFF	OFF	6-16
	4. ERROR RE-TX	If you set ERROR RE-TRANSMISSION to ON, the machine automatically resends the page once an error occurs. ON/OFF	OFF	6-20
	5. REDUCTION	You can avoid having an incoming fax on separate pages by printing a reduced copy of the incoming document. The reduction methods are AUTO or Fixed ratio: AUTO/100%/93%/87%/75%	AUTO	7-7-8
	6. RCD PAPER	You can select one of 3 sizes of recording paper. The machine automatically will adjust the size of the incoming document or original document so that it fits the paper size you have selected. LETTER/LEGAL/A4	LETTER	7-6
<b>6. TEL OPTIONS</b>	1. TONE/PULSE	There are two different dial types and you must select the type of signal suitable for your telephone line. TONE/PULSE	TONE	4-1
	2. RING DELAY	This is the number of rings before the fax machine answers the call when in F/T or Auto Answer Mode. 0/1/2/3/4 rings	2	7-2
	3. SPEAKER VOLUME	You can adjust the speaker volume with this function. OFF/LOW/HIGH	LOW	7-9

## HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

Level one function	Level two function	Explanation of Options	Factory setting	Page
<b>6. TEL OPTIONS</b>	4. F/T RING TIME	F/T RING TIME sets the time for simulated ringing in F/T mode. 10/20/30/60 seconds	20	7-5
	5. RING VOLUME	The settings are OFF/LOW/HIGH.	HIGH	7-9
	6. DISTINCTIVE	If you have distinctive ringing service from your phone company, you can use this function to register the ringing pattern of your fax number. And if you set it to ON, you can use the registered number as a fax number only. OFF/ON/SET	OFF	7-16~19
	7. CALLER ID	You can display the last 30 caller IDs that are stored in the memory.	—	7-21
<b>7. SETUP SYSTEM</b>	1. DATE/TIME	If you enter the date and time in 24-hour format, the LCD will display the date and time and they will also be printed on outgoing faxes.	01/01/1996 00:00	4-2
	2. DAILY TIMER	If you frequently have delayed jobs, all for execution at the same time each day, you can program that time. Once you register it, you do not need to enter that time, just set Timer Transmission in temporary settings.	00:00	6-7~8
	3. INTERVAL	You can select the time interval at which the activity report is printed. 6/12/24 hours, 2/4/7 days, OFF	OFF	12-2
	4. STATION ID	You can enter your name or company name, fax number and telephone number in STATION ID. It is printed at the top of each page of every outgoing fax. It is also printed on the automatic Cover Page.	—	4-3
	5. REMOTE CODE	If you enter a REMOTE CODE, you can activate or deactivate the fax machine from a remote telephone. ON/OFF	ON *51 (ACT.) #51 (DEACT.)	7-13
	6. SET COVERPAGE	You can register your own two custom comments on the Cover Page.	—	6-15
	7. SET PASSWORD	You can set up a password for receiving documents. ON/PLUS/OFF	OFF	9-2

# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

Level one function	Level two function	Explanation of Options	Factory setting	Page
7. SETUP SYSTEM	8. MF LINK (Only for MFC 1650/1750/1850MC/1950MC)	You can select the output device that will receive fax messages. (MFC 1650/1750/1850MC/1950MC). (FAX 1150/1250/1550MC are available when the optional Multi-Function Link is connected.)	PC PRIMARY	See the Multi-Function Link Manual
	1. FAX STORAGE	You can store the incoming fax messages in the memory. Then you can use the convenient remote control functions. ON/OFF	OFF	10-1
8. REMOTE FAX OPT (Only for FAX 1250/MFC1750)	2. FAX FWD/PAGING	You can choose among PAGING, FAX FORWARDING or OFF. PAGING ON will cause the fax machine to page you when it receives a fax message. FAX FORWARDING ON will cause the machine to send any stored faxes that are received to another predetermined fax number. OFF/FAX FORWARD/PAGING	OFF	10-2~5
	3. REMOTE ACCESS	You can register a REMOTE ACCESS ID (3 digits) allowing you to remotely operate the machine. (Example: Retrieving an incoming fax message)	159*	10-5~8
	4. PRINT FAX	You can print incoming faxes that were stored in the memory.	—	10-7
	1. MESSAGE STORAGE	You can select the memory usage of the machine in Message Center mode. FAX:ON/OFF, TAD:ON/EXT/OFF	FAX: OFF TAD: ON	2-7 MC Manual
8. SETUP MSG CTR (Only for FAX 1550MC/MFC 1850MC/1950MC)	2. BACKUP PRINT	You can set the machine to print a back-up copy of faxes that are received into the Message Center memory. ON/OFF	ON	2-10 MC Manual
	3. FAX FWD/PAGING	You can choose among PAGING, FAX FORWARDING or OFF. PAGING ON will cause the fax machine to page you when it receives a fax message. FAX FORWARDING ON will cause the fax machine to send any stored faxes that are received to another predetermined fax number. OFF/FAX FORWARD/PAGING	OFF	2-16~19 MC Manual
	4. REMOTE ACCESS	You can register a REMOTE ACCESS ID (3 digits) allowing you to remotely operate the machine. (Example: Retrieving an incoming fax message.)	159*	2-20 MC Manual

# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

Level one function	Level two function	Explanation of Options	Factory setting	Page
<b>8. SETUP MSG CTR (Only for FAX 1550MC/ MFC 1850MC/ 1950MC)</b>	5. ICM MAX. TIME	This is the maximum length of voice information in Voice-on-Demand, the ICMs in Personal Mailbox and Message Center, Memos and Voice Alarm recordings. 20/25/30/35/40/45/50/55/60 seconds	30	2-14-15 MC Manual
	6. OGM	The machine has two types of OGM (Outgoing Messages) for MSG CTR and FAX/TEL switch. After selecting the message type, you can play, record or erase.	MSG CTR OGM	7-4
	7. PRINT FAX	You can print incoming faxes that were stored in MSG CTR memory.	—	2-11 MC Manual
	8. RECORDING MODE	To get more recording time for incoming messages and memos, change the sound quality setting from HIGH to NORMAL. HIGH/NORMAL	HIGH	2-15 MC Manual
	9. TOLL SAVER	If you set TOLL SAVER to ON, you can check if a message was received by the ring delay. Toll Saver overrides the Ring Delay setting. ON/OFF	OFF	2-14 MC Manual
<b>9. SETUP MC PRO (Only for FAX 1550MC/ MFC 1850MC/ 1950MC)</b>	1. MSG CTR PRO	You can turn the Message Center Pro Mode on or off with this switch. ON/OFF	OFF	3-17 MC Manual
	2. OGM	You can record Level 1 and 2 OGMs for callers, telling them what to do in each step. MSG CTR PRO/MAIL/BOX/FAX ON DEMAND/VOICE ON DEMAND	MSG CTR PRO	3-12-15 MC Manual
	3. MAIL BOX	There are 5 personal mail boxes. For each mail box, an owner of the box can record his/her own OGM for callers. 01/02/03/04/05	01	3-11 MC Manual
	4. FAX INFO	You can store the fax information for each Fax-on-Demand memory box. You have up to 99 memory boxes. 01-99 (The number of available boxes depends upon the length of your messages.)	—	3-7~8 MC Manual
	5. VOICE INFO	You can store the voice information for each Voice-on-Demand memory box. Use numbers 01-99 for memory boxes. (The number of available boxes depends upon the amount of information you store.)	—	3-9 MC Manual
<b>0. INTERRUPT</b>	—	You can send a fax without canceling the timer or polled waiting, even if there are documents in the feeder, by “interrupting” it.	—	6-10

# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

## \*\*\*\*\* HELP LIST \*\*\*\*\*

### <STEPS FOR KEY FUNCTIONS>

- 1) PRESS FUNCTION  
[ ]
- 2) SELECT A LEVEL ONE FUNCTION  
BY PRESSING NUMBER KEY [ ]  
(FROM THE SELECTION  
CHART ON THE RIGHT)
- 3) SELECT A LEVEL TWO FUNCTION  
BY PRESSING NUMBER KEY [ ]
- 4) SELECT THE DESIRED SETTING  
USING THE ARROW KEYS  
[ ] [ ]  
← →
- 5) PRESS SET  
[ ]
- 6) PRESS STOP TO EXIT  
[ ]

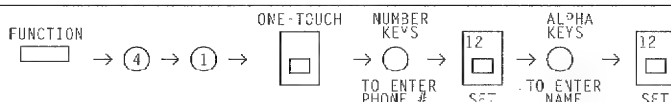
NOTE:  
MAKE SURE YOU FIRST SET  
TONE/PULSE (FUNCTION 6-1),  
DATE/TIME (FUNCTION 7-1) AND  
STATION ID (FUNCTION 7-4).

### <FUNCTION SELECTION CHART>

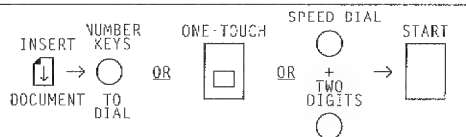
- | LEVEL ONE            | LEVEL TWO         | OPTIONS   |
|----------------------|-------------------|---|
| 1. TEMP. SETTINGS--- | 1. TIMER          | (STANDARD/SECURE)                                 |
|                      | 2. POLLING        | (ON/OFF)  |
|                      | 3. CALL RESERVE   | (AL/O/S LIGHT/S/DARK)                             |
|                      | 4. CONTRAST       | (STD/FINE/S.FINE/PHOTO)                           |
|                      | 5. RESOLUTION     | (ON/OFF)  |
|                      | 6. OVERPAGE MODE  | (ON/OFF)  |
|                      | 7. COVERPAGE      | (ON/OFF)  |
|                      | 8. PASSWORD TX    |   |
| 2. CANCEL JOB        |                   |   |
| 3. PRINT REPORTS---  | 1. ACT. REPORT    |   |
|                      | 2. ALL DIAL       |   |
|                      | 3. TEL INDEX      |   |
|                      | 4. COVERPAGE      |   |
|                      | 5. CALL BACK MSG  |   |
|                      | 6. USER OPTIONS   | (ON/OFF)  |
|                      | 7. XMIT REPORT    |   |
|                      | 8. MEMORY STATUS  |   |
|                      | 9. CALLER ID      |   |
| 4. SET AUTO DIAL---  | 1. ONE-TOUCH DIAL |   |
|                      | 2. SPEED DIAL     |   |
|                      | 3. SETUP GROUPS   |   |
| 5. USER OPTIONS ---  | 1. SMOOTHING      | (ON/OFF)  |
|                      | 2. BEEPER         | (OFF/LOW/HIGH)                                    |
|                      | 3. COVERPG ON/OFF | (ON/OFF)  |
|                      | 4. ERROR RE-IX    | (ON/OFF)  |
|                      | 5. REDUCTION      | (AUTO/100%/93%/87%/75%)                           |
|                      | 6. RCD PAPER      | (LETTER/LEGAL/A4)                                 |
| 6. TEL OPTIONS ---   | 1. TONE/PULSE     | (TONE/PULSE)                                      |
|                      | 2. RING DELAY     | (00/01/32/03/04)                                  |
|                      | 3. SPEAKER VOLUME | (OFF/100/75/50)                                   |
|                      | 4. F/T RING TIME  | (10/20/30/60)                                     |
|                      | 5. RING VOLUME    | (OFF/LOW/HIGH)                                    |
|                      | 6. DISTINCTIVE    | (OFF/ON/SET)                                      |
|                      | 7. CALLER ID      |   |
| 7. SETUP SYSTEM ---  | 1. DATE/TIME      |   |
|                      | 2. DAILY TIMER    | (OFF/6H/12H/24H/20/4D/7D)                         |
|                      | 3. INTERVAL       | (FAX/TEL/NAK)                                     |
|                      | 4. STATION ID     | (ON/OFF, SET CODE)                                |
|                      | 5. REMOVE CODE    |   |
|                      | 6. COVERPAGE      |   |
|                      | 7. S= PASSWORD    | (ON/OFF/PLUS)                                     |
|                      | 8. MF LINK        | (PC PRIMARY/PC RECEIVE ONLY/<br>FAX RECEIVE ONLY) |
| 8. SETUP MSG CTR---  | 1. MSG STORAGE    | (FAX: ON/OFF, TAD: ON/OFF/EXT)                    |
|                      | 2. BACKUP PRINT   | (ON/OFF)  |
|                      | 3. FAX FWD/PAGING | (OFF/FAX FORWARD/PAGING)                          |
|                      | 4. REMOTE ACCESS  |   |
|                      | 5. ICH MAX. TIME  | (20/25/30/35/40/45/50/55/60)                      |
|                      | 6. OGM            | (MSG CTR OGM/F7: OGM)                             |
|                      | 7. PRINT FAX      |   |
|                      | 8. RECORDING MODE | (HIGH/NORMAL)                                     |
|                      | 9. TOLL SAVER     | (ON/OFF)  |
| 9. SETUP MC PRO ---  | 1. MSG CTR PRO    | (ON/OFF)  |
|                      | 2. OGM            | (MSG CTR PRO/MAT BOX/<br>FAX/VOICE ON DEMAND)     |
|                      | 3. MAIL BOX       | (01/02/03/04/05)                                  |
|                      | 4. FAX INFO       | (01-99)   |
|                      | 5. VOICE INFO     | (01-99)   |
| 0. INTERRUPT         |                   |   |

## \*\*\*\*\* EXAMPLE \*\*\*\*\*

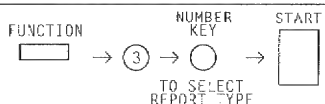
### <STORING ONE-TOUCH>



### <SENDING A FAX (AUTO)>



### <PRINTING A LIST/REPORT>



### <FAX RECEPTION SETTINGS>

MANUAL MODE	AUTO MODE	F/T MODE	MSG CTR
*FOR DEDICATED TELEPHONE USE ONLY.	*FOR DEDICATED FAX USE ONLY.	*FOR BOTH FAX AND TELEPHONE.	*FOR BOTH TAD AND FAX USE.

(HELP LIST of FAX 1550MC)

## Help Key

Press this key whenever you need a quick reference Help List printed. This Help List will give you information on how to perform settings for a function, how to register information, or how to get some basic information for sending or receiving faxes.

## How to Print a Help List

Press **Help** to get a printout of the Help List. Use it when you need information about how to register or set one of the functions, or how to send or receive faxes. You can request a printout whenever the machine meets the following conditions:

- while the LCD displays the date and time.
- while the machine is timer waiting.
- while the machine is polled/polling waiting.
- while the machine is at level one or two of the function menu.
- while you are using the phone.

## How to Enter Text in Function Mode

Number keys have two or three letters printed above it. The following keys "1", "#", and "\*" have no printed letters because they have special characters.



By pressing the appropriate number key the correct number of times, you can access the character you want. When you are making certain settings, such as the Station ID, you need to enter text into your fax machine.

Key	once	twice	three times	four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	R	S	7
8	T	U	V	8
9	W	X	Y	9
0	Q	Z	0	Q

Let's say that you want to enter the initials "BR". Follow the example below.



## HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

### KEYS TO PRESS

1. Press **2** twice to enter the letter **B**.
2. Press **7** twice to enter the letter **R**.
3. Press **Set**.

### THE DISPLAY WILL SHOW:

NAME :  
ENTER & SET  
NAME : B  
NAME : BR

### FOR YOUR INFORMATION

1. If you want to enter a blank space, press ► (right arrow) twice.
2. If you entered a letter incorrectly and want to change it, you can use ◀ (left arrow) to move the cursor back. When you reach the letter, you can enter a new one in it's place. You can only overwrite letters, not insert them, so you may have to go back and overwrite a lot of letters if you forget to enter a letter.
3. If you need to enter a character that is assigned to the same number key as the previous character, press ► (right arrow) to move the cursor to the right.

### *How to Enter Special Characters, Symbols and Punctuation Marks in Function Mode*

1 key ----- ÄËÖÛÀÇÈÉ1

\* key ----- (space) !"#\$%&'()\*+,-./

# key ----- ;:<=>?@[ ] ^ \_

The "1" key contains all the accented characters. The "\*" and the "#" key are used for punctuation marks and symbols. Let's say that you want to enter the Symbol "&". Follow the example below.

### KEYS TO PRESS

1. Press \* to show a list of characters.
2. Press \*, \*, \*, \*, \*, \* (6 times).
3. Press ► (right arrow).

### THE DISPLAY WILL SHOW:

NAME : JAMES  
MARK - !"# \$ % & ' ( ) \*  
MARK - !"# \$ % & ' ( ) \*  
NAME : JAMES &

## 4. TELEPHONE FUNCTION SETTINGS

There are some settings, such as the date and time, you should make to your fax machine before you begin using it. Once entered, these settings will remain in the machine until you change them. You can begin customizing the settings by pressing **Function** on the control panel. This activates the function mode and On - Screen Programming prompts. You can complete a variety of settings in this mode.

### *Setting the Dialing Mode (Tone/Pulse)*

Your fax machine supports both tone (or multi-frequency) and pulse (or rotary) dialing. It is initially set to TONE, so you do not need to change the setting if you use that kind of line. If you are using a pulse dial line, you can change the setting to PULSE by following the steps below:

#### KEYS TO PRESS

1. Press **Function**.  
You will see scrolling options on the display. You can choose one.
2. Press **6**.
3. Press **1**.  
After two seconds you will be automatically prompted to select pulse or tone.
4. Press **◀** (left arrow) or **▶** (right arrow) to find the dialing mode that matches your telephone line.  
Example: PULSE.
5. Press **Set**.
6. Press **Stop** to return to the date and time.

#### THE DISPLAY WILL SHOW:

01/01/1996 00:00

1. TEMP. SETTINGS

6. TEL. OPTIONS

1. TONE/PULSE

DIALING: TONE

SELECT ◀ ▶ & SET

DIALING: PULSE

1. TONE/PULSE

### *Setting the Beeper Sound Level*

If the beeper setting is LOW or HIGH, it will "beep" every time you press a key, make an error, or at the end of sending or receiving a fax.

The initial setting on your fax machine for the beeper is LOW. If you do not want the beeper on, select OFF, and if you want it loud, select HIGH.

## TELEPHONE FUNCTION SETTINGS

### KEYS TO PRESS

1. Press **Function**.
2. Press **5**.
3. Press **2**.
4. Press ◀ (left arrow) or ▶ (right arrow) until you get the setting you want.  
Example: OFF.
5. Press **Set**.
6. Press **Stop** to return to the date and time.

### THE DISPLAY WILL SHOW:

01/01/1996 00:00

1. TEMP. SETTINGS

5. USER OPTIONS

2. BEEPER

BEEPER: LOW

SELECT ◀ ▶ & SET

BEEPER: OFF

2. BEEPER

### Setting the Date and Time

Your fax machine shows the date and time on the display and prints it on every fax page you send. You can set the date and time in function mode.

### KEYS TO PRESS

1. Press **Function**.
2. Press **7**.
3. Press **1**.
4. Enter the last two digits of the year.  
Example: **96**.
5. Enter two digits for the month.  
(JAN = 01, OCT = 10, etc.)  
Example: **09**.
6. Enter two digits for the day.  
Example: **12**.
7. Enter the time in 24-hour format.  
Example: **15:25** (3:25 P.M.).
8. Wait for two seconds.
9. Press **Stop** to exit and view the new date and time.

### THE DISPLAY WILL SHOW:

01/01/1996 00:00

1. TEMP. SETTINGS

7. SETUP SYSTEM

1. DATE/TIME

ENTER YEAR: XX

ENTER YEAR: 96

ENTER MONTH: XX

ENTER MONTH: 09

ENTER DAY: XX

ENTER DAY: 12

ENTER TIME: XX:XX

ENTER TIME: 15:25

1. DATE/TIME

09/12/1996 15:25

## Setting the Station ID

The Station ID is for identification purposes. Here you can store your name, fax number, and telephone number. Your machine then prints this information on the electronic Cover Page and every fax page you send.

### KEYS TO PRESS

1. Press **Function**.
2. Press **7**.
3. Press **4**.  
You will then be prompted to enter your fax number.
4. Enter your fax number (up to 20 digits).  
Example: **4155554444**.
5. Press **Set**.  
You will now be prompted to enter your telephone number.
6. Enter your telephone number (up to 20 digits).  
If your telephone number and fax number share the same line, enter the same number again.  
Example: **4155554445**.
7. Press **Set**.  
You will be prompted to enter your name or company's name.
8. Enter your name by using the number keys (up to 20 characters).  
Example: **BROTHER**.  
Refer to the section "How to Enter Text in Function Mode" on pages 3-9~10.
9. Press **Set** to confirm the entry.
10. Press **Stop** to return to the date and time.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

7. SETUP SYSTEM

4. STATION ID

FAX:

ENTER & SET

FAX:4155554444

TEL:

ENTER & SET

TEL:4155554445

NAME:

ENTER & SET

NAME:BROTHER

4. STATION ID

- Helpful Hints**
1. The telephone number that you stored above is only used for the Call Back Message and the Cover Page features.
  2. If you do not enter a fax number, no additional information can be entered.
  3. To enter a space, use ► (right arrow) . Then it will be registered as a blank space.
  4. If Station ID has already been programmed, then after Step 3 the name will be displayed with the prompt "1" to change "2" to exit. Press "1" if you need to change any information. Pressing "2" to exit will take you out of the function.

## NOTICE

The Telephone Consumer Protection Act. of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machines or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the steps on the previous page.

### Storing One-Touch Dial Numbers

You can dial numbers automatically by storing telephone or fax numbers as One-Touch dial numbers. You can also store names with the numbers so that when you call, you can verify the destination on the display. You can store a maximum of 30 phone numbers. To use 16 to 30 One-Touch number locations, you need to press **Shift**. For example, One-Touch location "16" is accessed by pressing **Shift+One-Touch "01"** simultaneously. Here is how to store a telephone number as a One-Touch dial number (See page 2-4) :

## KEYS TO PRESS

1. Press **Function**.
2. Press **4**.
3. Press **1**.
4. Press the **One-Touch** key you want to use to store a number.  
Example: **One - Touch 05**.  
The One-Touch keys are not the number keys.

## THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

4. SET AUTO DIAL

1. ONE-TOUCH DIAL

SELECT ONE-TOUCH

\*05:

ENTER &amp; SET

## TELEPHONE FUNCTION SETTINGS

5. Enter a number (up to 20 digits).  
Example: **1415551212**.

\*05:1415551212

6. Press **Set**.

You then will be prompted to enter the name or company associated with this number.

NAME:

ENTER & SET

7. Enter the name by using the number keys (up to 15 characters).  
Example: **NJ OFFICE**.  
(See page 3-9~10 for how to enter text.)

NAME: NJ OFFICE

8. Press **Set**.

TYPE: FAX

SELECT ← → & SET

TYPE: FAX

9. Select the type of number (FAX, TEL, F/T, CHAIN) by using ◀ (left arrow) or ▶ (right arrow) to display the type you want.  
(See For Your Information on page 4-6.)  
Example: FAX.

10. Press **Set**.

SELECT ONE-TOUCH

11. Return to step 4 to enter another number, or press **Stop** to return to the date and time.

### Helpful Hints

If you have to wait for a dial tone to access an outside line, you should use **Redial/Pause**. When you press **Redial/Pause**, a dash "-" will appear on the display. By storing the numbers with a pause, you can create a delay of 3.5 seconds.

## FOR YOUR INFORMATION

### ***Types of Numbers***

When you store a number as a One-Touch or as a Speed-Dial number, you have a choice of choosing the type of number. There are 4 options:

1. FAX (A fax number).
2. TEL (A telephone number).
3. F/T (Both a fax number and a telephone number)
4. CHAIN (A number, usually an access code, for chain dialing).

### ***Chain Dialing***

Chain dialing is used to store a very long dialing sequence. You can spread the number over two or more keys if you register the first key(s) in the sequence as type "Chain". **Chain tells the system that the dialing sequence is not completed and that there is more to follow.** The last key in the sequence must be any other dial type (either FAX, TEL or F/T). You can use any combination of One-Touch, Speed-Dial and manually dialed numbers in a chain.

If you must wait for another dial tone at any point in the dialing sequence, store a pause at that point in the number by pressing the Pause/Redial key. (If you need a pause that is longer than 3.5 seconds, call our Fax Diagnostic Center at 1-800-284-4329 (USA), 1-800-853-6660 (CANADA) for assistance.) **Only one pause can be stored in each One-Touch and Speed-Dial number.**

When you are ready to dial the chain number, simply press the keys one after the other in sequence and then press Start key.

Chain dialing makes using access codes easy. Sometimes you may want to choose from among several long-distance carriers when you make a call; rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access code of a long-distance carrier as you would a regular number and register it as a "chain" number. Then to dial, press this (access code) number followed by the regular number and Start key.

You can set up chain dialing for phone/credit card numbers, the same way. However, **when using chain dialing, do NOT send a cover page because your credit card number will be on it.**

### ***Storing Speed-Dial Numbers***

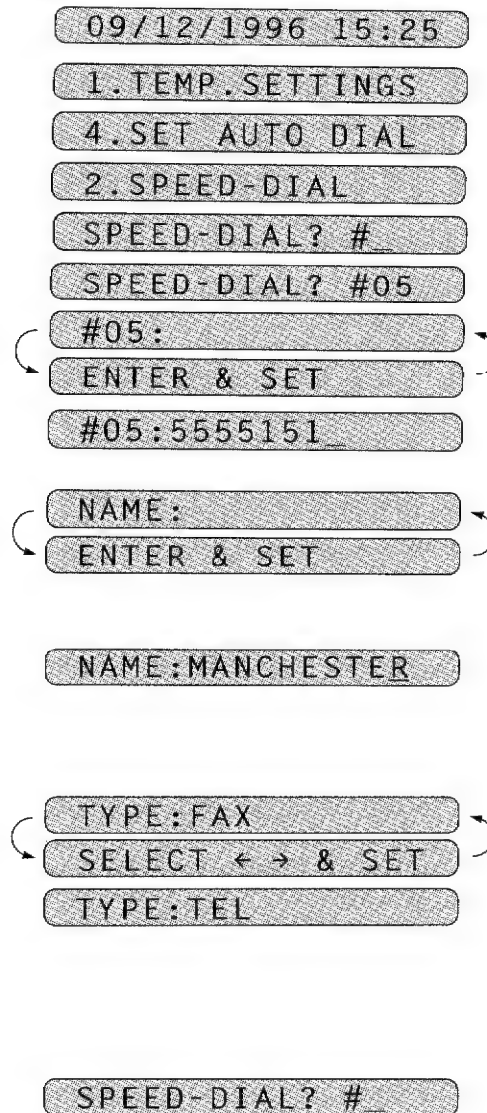
When you store a phone or fax number as a Speed-Dial number, you must enter a **two-digit number**, from 01 to 30 for FAX 1150/1250/MFC 1650, from 01 to 60 for MFC 1750/1850MC and from 01 to 00 (00=100) for FAX 1550MC/MFC 1950MC using the number keys. For example, you cannot enter "5". You must enter "05". You can store as many as 30 numbers (FAX 1150/1250/MFC 1650), 60 numbers (MFC 1750) or 100 numbers (FAX 1550MC/MFC 1950MC) as Speed-Dial numbers.

## TELEPHONE FUNCTION SETTINGS

### KEYS TO PRESS

1. Press **Function**.
2. Press **4**.
3. Press **2**.
4. Use the number keys to enter a two-digit number.  
Example: **05**.
5. Enter the number (up to 20 digits).  
Example: **5555151**.
6. Press **Set**.  
You then will be prompted to enter the name or company associated with this number.
7. Use the number keys to enter a name (up to 15 characters).  
Example: **MANCHESTER**.  
(See page 3-9~10 for entering text.)
8. Press **Set**.
9. Select the type of number (FAX, TEL, F/T, CHAIN) by using ◀ (left arrow) or ▶ (right arrow) to display the type you want.  
Example: TEL.
10. Press **Set**.
11. You are ready to enter another Speed-Dial number, or press **Stop** to return to the date and time.

### THE DISPLAY WILL SHOW:



- Helpful Hints**
1. Print the All Dial List to make sure you have stored the correct numbers. (See page 12-3~4.) This list will contain the type of number: FAX, TEL, F/T, or CHAIN.
  2. **Even if there should be a loss of electrical power to your fax machine, the telephone and fax numbers you have stored will not be lost.**

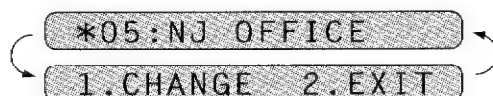


## FOR YOUR INFORMATION

### ***When You Wish to Change the Stored One-Touch and Speed-Dial Numbers (During Step 4 on Page 4-4, 7)***

When you access the function for a One-Touch key or Speed-Dial number, that is already in use, you will be asked if you wish to change it or to exit and select a different One-Touch or Speed-Dial number. This display does not appear if the One-Touch key or Speed-Dial number you chose is not assigned.

1. Press **1** to assign a new number to the One-Touch key or Speed-Dial number, or press **2** to choose a different One-Touch key or Speed-Dial number.



2. If you are replacing an existing number with a new one, the old number and name will appear in the display. Press **Clear** to erase the old number and name. Then, enter the new number and name and press **Set** to store the entry.

### ***Memory Storage***

Your fax machine is equipped with an internal battery that will keep the date and time information for up to one hour after power has been cut off. After that time, the date and time will be lost and you will have to re-enter the information. All other settings in the SET AUTO DIAL, USER OPTIONS and SETUP SYSTEM functions (see page 3-3~6) are stored permanently and will be retained even in the event of a power failure. As for FAX 1150/1250/MFC 1650/1750, the data stored in the memory such as Out-of-Paper Reception and Memory Transmission will be lost after the power is disconnected. For FAX 1550MC/MFC 1850MC/1950MC see page 2-19 of MC Manual.

### **Helpful Hints**

If your fax machine is connected to a PBX, you may need to insert an additional number before each fax or telephone number to access an outside line.

## ***Setting Up Number Groups***

Number Groups allow you to send the same fax message to many fax numbers by pressing only one One-Touch key (Broadcasting). You must store each fax number first as a One-Touch or Speed-Dial number. Then you can combine them into a Group.

You can have up to 6 smaller Groups (each group uses a One-Touch keys) or can assign up to 59 numbers on FAX 1150/1250/MFC 1650, 89 numbers on MFC 1750/1850MC and 129 numbers on FAX 1550MC/MFC 1950MC if you have one large Group. You can use the same stored number in several groups. Groups can have a name up to 15 characters long.

### **KEYS TO PRESS**

1. Press **Function**.
2. Press **4**.

### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1. TEMP. SETTINGS

4. SET AUTO DIAL

## TELEPHONE FUNCTION SETTINGS

3. Press **3**.

4. Press one of the One-Touch keys to be the stored group number.

Example: select "One-Touch 1" as a group.

5. After two seconds enter the group number by using the number keys.

Example: **1**.

6. Enter the One-Touch or Speed-Dial numbers in this group.

Example: **#03, #05, \*02**.

(Note: Use the # key and number keys for Speed-Dial numbers, and the \* key and number keys for One-Touch numbers.)

7. Press **Set**.

8. Enter the group's name.

Example: **ALL BROTHER**.

9. Press **Set**.

10. Press **Stop** to return to date and time.

3. SETUP GROUPS

SELECT ONE-TOUCH

SETUP GROUP:G0

ENTER & SET

SETUP GROUP:G01

G01:

ENTER & SET

G01:#03#05\*02

NAME:

ENTER & SET

NAME:ALL BROTHER

3. SETUP GROUPS

### Helpful Hints

You can print a list of all One-Touch numbers and Speed-Dial numbers. Group numbers will be listed under One-Touch and Speed-Dial numbers. (See page 12-3~4.)

\* : One-Touch

# : Speed-Dial

## 5. USING THE UNIT AS A TELEPHONE

Your fax machine can be used to make regular telephone calls. You can dial numbers manually, by pressing the number keys, or by using One-Touch or Speed-Dialing.

### *Manual Dialing*

1. Pick up the handset, or press **Hook**.
2. When you hear a dial tone, you can begin dialing by pressing the number keys.
3. If you used **Hook** to dial, pick up the handset when the call is answered.

### *One-Touch Dialing*

1. Pick up the handset, or press **Hook**.
2. When you hear a dial tone, press the **One-Touch** key.
3. If you used **Hook**, pick up the handset when the call is answered.

If you try to use a One-Touch number that has not been stored on the key you pressed, you will hear a warning sound and the display will say, "NOT REGISTERED". The display will return to normal after 2 seconds.

### *Speed Dialing*

1. Pick up the handset or press **Hook**.
2. When you hear a dial tone, press **Speed Dial** and then press the two-digit Speed-Dial number.
3. If you used **Hook**, pick up the handset when the call is answered.

#### FOR YOUR INFORMATION

##### *Using Hold, Pause, # with the Telephone*

- Use **Redial / Pause** for putting a 3.5 second pause between numbers.
- Use **Hold** to put a call on hold. You can put down the handset without disconnecting the call. You must pick up the fax handset to release the call from **Hold**.
- Use **#** temporarily to switch the dialing type from "pulse" to "tone". This key is also used for push-button services, such as those offered by banks, credit card companies, or paging services.

##### *On Hook Dialing*

When you make a call using **Hook**, you can listen to the other end through the one-way speaker of the machine, but they can't hear you unless you pick up the handset. Also, if you press **Hook** again before you pick up the handset, the call will be disconnected.

### ***Searching the Telephone Index***

---

Once you have stored a name and number as a One-Touch number or as a Speed-Dial number, you can search for that name alphabetically using the Telephone Index. You can also dial a number directly from the Telephone Index.

#### **KEYS TO PRESS**

1. Press **Tel-index**.
2. Use the number keys to input the first character of the stored name, and press ◀ (left arrow) or ▶ (right arrow) to find the name.
3. Pick up the handset, or press **Hook**.
4. Press **Start** to begin dialing.

- Return the handset to its cradle  
or press **Hook** to cancel the call.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

TEL. INDEX

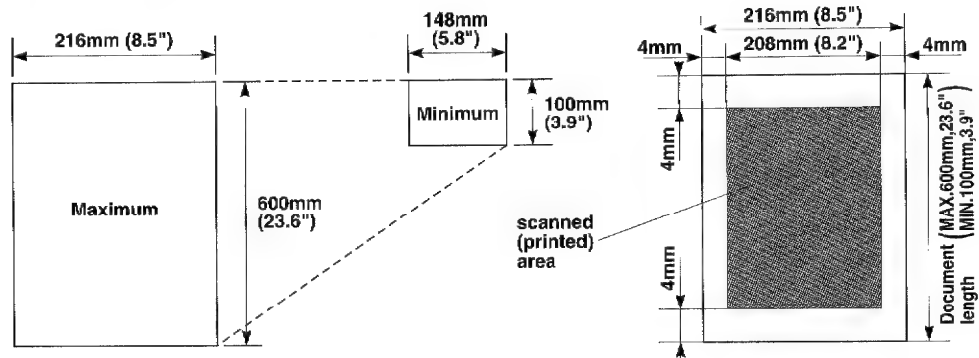
NJ OFFICE

NJ OFFICE

## 6. SENDING FAXES

### A) DOCUMENT BASICS

#### *The Size of Your Documents*



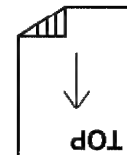
The size of the documents you want to send by fax should not be larger (or smaller) than your fax machine can accommodate. The documents should each be between 148 and 216 mm (5.8 and 8.5 inches) wide and between 100 and 600 mm (3.9 and 23.6 inches) long.

The maximum width of the scanned area is 208 mm (8.2 inches), which can be printed on the recording paper of the recipient's fax.

#### *How to Insert the Document*

To send a fax, first insert the document you wish to send, face down, in the document feeder. The top edge of the document should go in first, or the fax will be received up side-down.

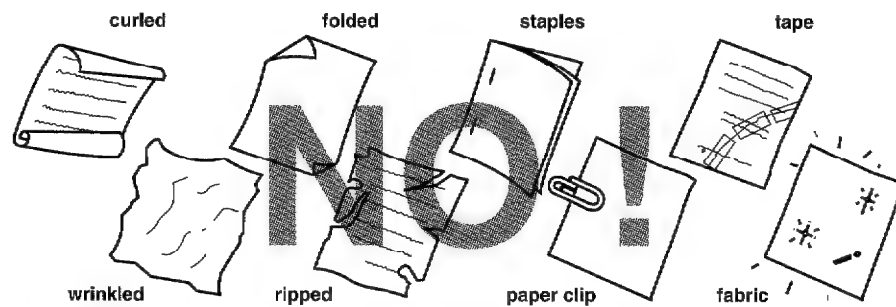
To prevent the document from going crooked as it is fed, adjust the paper guides to fit the width of the document.



### NOTICE

#### *About the Documents You Send...*

Do not use documents that are curled, wrinkled, folded, ripped, or that contain staples, paper clips, paste, or tape. Also, do not use cardboard, newspaper, or fabric.



## ***The Auto Document Feeder (ADF)***

The Auto Document Feeder (ADF) automatically feeds documents (**up to 20 pages**) into the fax machine, one at a time. The thickness and weight of the documents should fall into the following categories:

**Thickness:** For one sheet: 0.07 to 0.12 mm ( $2.8 \times 10^{-3}$  to  $4.7 \times 10^{-3}$  inches).  
For multiple sheets: 0.07 to 0.10 mm ( $2.8 \times 10^{-3}$  to  $3.9 \times 10^{-3}$  inches).

**Weight:** For one sheet: 52 to 85 g/m<sup>2</sup> ( $0.07 \times 10^{-3}$  to  $0.121 \times 10^{-3}$  lbs/inch<sup>2</sup>).  
For multiple sheets: 52 to 80 g/m<sup>2</sup> ( $0.07 \times 10^{-3}$  to  $0.114 \times 10^{-3}$  lbs/inch<sup>2</sup>).

As a reference, please note that the paper on which this is printed has the following thickness and weight:



**Thickness:** 0.08mm ( $3.1 \times 10^{-3}$  inches)

**Weight:** 64g/m<sup>2</sup> ( $0.091 \times 10^{-3}$  lbs/inch<sup>2</sup>)

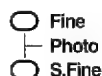
Before inserting documents into the document feeder, fan the sheets of paper to make sure the documents are not stuck together. Then tap the leading edge on a table so that all the pages are even when placed in the feeder. Make sure you always put the documents in face down.

## ***Getting Ready to Send a Fax***

### **SETTING THE RESOLUTION**

You can choose a setting (STANDARD, FINE, SUPERFINE, or PHOTO) for the resolution any time before you press **Start** or **Copy**. You can choose a setting by pressing the **Resolution** key. (  means light off.  means light on.)

#### **STANDARD**



The STANDARD resolution can be used for most typewritten text. When the STANDARD setting is on, both lights are off. Transmission speed is normal.

#### **FINE**



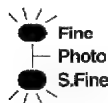
The FINE resolution is an ideal setting to use if you want to send documents that have small print. When the FINE setting is on, the Fine light will be lit. Transmission speed is slower than STANDARD.

#### **SUPERFINE**



The SUPERFINE resolution is a good setting to use for documents with very small print or artwork. When the SUPERFINE setting is on, the S. Fine light will be lit. Transmission speed is slower than FINE.

#### **PHOTO**



The PHOTO resolution is ideal for sending documents that have varying shades of gray, such as photographs. The PHOTO setting is on when both lights are lit. Transmission speed is slower than FINE.

To set different resolutions for each page of a multi page document, refer to "Multiple Resolution Transmission" on page 6-13.

**SETTING THE CONTRAST**

The fax machine has automatic contrast control, but if you need to send or to copy a document a document that is very light or very dark, you may want to set the contrast yourself.

Use **SUPER LIGHT** to send a very light document.

Use **SUPER DARK** to send a very dark document.

**KEYS TO PRESS**

1. Insert the documents face down into the feeder.

2. Press **Function**.

3. Press **1**.

4. Press **4**.

The display will alternate messages.

5. Use ◀ (left arrow) or ▶ (right arrow) to select one of the settings, **AUTO**, **S.LIGHT**, or **S. DARK**.

Example: **S.LIGHT**.

6. Press **Set**.

7. Press **Stop** to exit.

**THE DISPLAY WILL SHOW:**

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

1. TEMP. SETTINGS

1. TEMP. SETTINGS

4. CONTRAST

CONTRAST: AUTO

SELECT ◀ ▶ & SET

CONTRAST: S. LIGHT

4. CONTRAST

FAX: NO. & START

COPY: PRESS COPY

Then start the fax sending operation (see page 6-4) or copy (see page 11-1).

## B) BASIC FAX TRANSMISSIONS

### FOR YOUR INFORMATION

#### ***Sending a Fax***

There are 3 basic ways of sending a fax:

1) Manual transmission:

You can talk or listen to the other party before you send a fax by picking up the handset and dialing the number. After the other party has finished talking and has pushed its **Start** button, you will be able to send your fax by pressing your **Start** key and putting the handset back down in its cradle. (If you call and all you hear is the chirping sound of a fax machine, you can go ahead and press your **Start** key, and then put down the handset.)

2) Automatic transmission:

You can send a fax without picking up the handset or without pressing **Hook** by dialing the fax number and then pressing **Start**.

a. One-Touch Dialing

Press one of the **One-Touch** keys. (The numbers must be stored beforehand. See page 4-4.) Then press **Start**.

b. Speed-Dialing

Press **Speed Dial**, then use the number keys to enter a two-digit number. For example, press "05" for 5. (The numbers must be stored beforehand. See page 4-6.) Then press **Start**.

c. Telephone Index

You can use the Tel-Index to make telephone or fax calls. (See page 5-2.)

3) Delayed transmission:

It is possible to send documents at a later time by using the **TIMER** function. (See page 6-7.)

#### ***Talking to the Other Party When Sending a Fax***

When you are sending a fax manually and you hear the recipient's voice instead of fax tones, you can use the handset to have a conversation. When or if you want to then send a fax, ask the person on the other line to press **Start** on his/her fax machine and when you hear fax tones you can press **Start** to begin sending your fax.

### ***Sending a Fax Automatically***

#### KEYS TO PRESS

1. Insert the documents face down into the feeder.

#### THE DISPLAY WILL SHOW:

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY



2. Enter a fax number.  
Example: One-Touch dialing.

NJ OFFICE

3. Press **Start**.

DIALING

SENDING P.01

### ***Sending a Fax Manually***

#### **KEYS TO PRESS**

1. Insert the documents face down into the feeder.
2. Pick up the handset or press **Hook** and listen for the dial tone.
3. Enter the fax number.  
You can use manual dialing, One-Touch dialing, Speed Dialing, or Tel-Index.
4. When you hear a fax tone, press **Start**.  
Your fax machine will begin sending the documents.
5. Return the handset to its cradle, if you did not use **Hook**.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

FAX: NO. &amp; START

COPY: PRESS COPY

ENTER FAX NO.

PRESS START KEY

NJ OFFICE

SENDING

### ***Automatic and Manual Re-dialing***

If a number you have dialed is busy or your call did not go through for some other reason, you can re-dial that number. There are two ways to re-dial, "automatic" and "manual." Automatic redialing can only be used for faxes that were sent using automatic transmission—not for telephone calls. The fax machine automatically will re-dial the number 3 times at 5 minute intervals before giving up. It will re-dial the last dialed number when you press **Redial/Pause** (manual re-dialing).

#### **FOR YOUR INFORMATION**

##### ***Optional Settings When You Send a Fax Manually***

- Resolution (See page 6-2, 6-13.)
- Contrast (See page 6-3.)
- Cover Page (See page 6-17.)
- Overseas Mode (See page 6-12.)
- Call Reservation (See page 6-18.)

## C) ADVANCED FAX TRANSMISSIONS

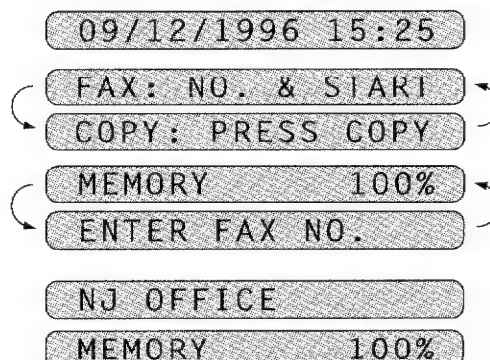
### ***Sending a Fax by Using Super Quick-Scan (Memory Transmission)***

If you are faxing a set of documents that are confidential in nature or you just need your original documents back right away, you don't have to stand at the machine and wait for the transmission of each page to be completed. You can use Super Quick-Scan in order to get your original documents back before transmission.

#### KEYS TO PRESS

1. Insert the documents into the feeder.
2. Press **Super Q.Scan**.  
The display indicates how much memory is available.
3. Enter the fax number.
4. Press **Start** to begin scanning the documents into memory. Once completed, the fax machine will dial the destination.

#### THE DISPLAY WILL SHOW:



#### FOR YOUR INFORMATION

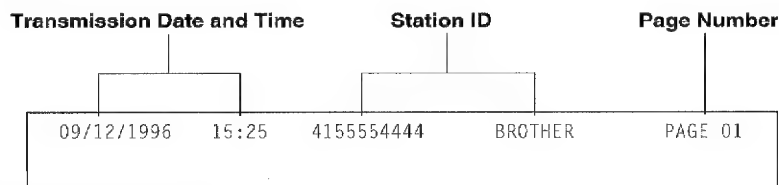
##### ***If You Get a MEMORY FULL Message When Trying to Send a Fax by Using Super Quick-Scan***

If the memory becomes full when scanning page one, the display shows "PRESS STOP KEY", then press **Stop** to abort the job.

If the memory becomes full on page 2 or more of a multi-page document, you will be prompted to press **Start** to send the portion already scanned, or **Stop** to abort the job.

##### ***Printing Page Headers***

Your fax machine can print a page header on top of every document you send. It is printed on the receiving party's fax paper. It contains the date and time of transmission, your fax number and name (Station ID), and page number. Of course you need to register your Station ID beforehand for that information to be available. (See page 4-3.)



### ***Delayed Transmission***

You can set the timer to send documents at a later time (up to 24 hours later). Your fax machine will also produce a report, the "Delayed Sending Report", after the fax is sent. You can set up to three different documents for delayed transmission.

#### **KEYS TO PRESS**

1. Insert the documents into the feeder.
2. Press **Super Q.Scan** if you use memory transmission; if not you can send your fax normally.
3. Press **Function**.
4. Press **1**.
5. Press **1**.
6. Enter the time in 24-hour format using the number keys.  
Example: **19:45** (7:45 P.M.).
7. Wait for two seconds.
8. Press **Stop**.
9. Enter the fax number.
10. Press **Start**.  
The fax machine will wait until the specified time to call.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

MEMORY 100%

ENTER FAX NO.

1. TEMP. SETTINGS

1. TEMP. SETTINGS

1. TIMER

SET TIME=00:00

SET TIME=19:45

1. TIMER

ENTER FAX NO.

MEMORY 100%

NJ OFFICE

09/12/1996 15:25

### ***Setting the Daily Timer (for Delayed Transmissions)***

The Daily Timer function lets you send a fax at a set time every day. This is handy for sending delayed jobs that must go out at the same time daily. Once you enter the time, you don't have to enter it again. The setting will stay the same until you change it. So you can use it everyday, or only on days when you need it.

#### **KEYS TO PRESS**

1. Press **Function**.
2. Press **7**.
3. Press **2**.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1. TEMP. SETTINGS

7. SETUP SYSTEM

2. DAILY TIMER

4. Enter the time in 24-hour format using the **number** keys.  
Example: **19:45** (7:45 P.M.).

ENTER TIME:00:00

ENTER TIME:19:45

5. Wait for two seconds, press **Stop** to exit.

2.DAILY TIMER

## **Broadcasting**

By using the numbers you have stored for One-Touch dialing, Speed-Dialing, or group dialing, you can automatically send faxes to a maximum of 60 different locations (FAX 1150/1250/MFC 1650), 90 locations (MFC 1750/1850MC) or 130 locations (FAX 1550MC/MFC 1950MC) at once. You can not broadcast to a number that has not been stored in memory.

### KEYS TO PRESS

1. Insert the documents into the feeder.
2. Press **Super Q.Scan**.
3. Enter the One-Touch key(s) and/or Speed-Dial number(s), one after the other, or a Group number.  
Example: Group number.
4. Press **Start** and the fax machine will read the documents into memory, and then start sending faxes to all the numbers you entered.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

MEMORY 100%

ENTER FAX NO.

ALL BROTHER

MEMORY 100%

DIALING

SENDING P.01

### FOR YOUR INFORMATION

#### **Getting Familiar with the Broadcasting Function**

- \* To stop the broadcast in progress, press **Stop**.
- \* Enter the chain dialing numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call becomes limited. (You have up to 60 different locations (FAX 1150/1250/MFC 1650), 90 locations (MFC 1750/1850MC) or 130 locations (FAX 1550MC/MFC 1950MC) you can call with One-Touch, Speed-Dial, and group numbers.)
- \* If the line is busy or for some other reason a connection could not be made during broadcasting, the fax machine will re-dial the number automatically. (See page 6-5.)
- \* If the memory is full, press **Stop** to abort the job or press **Start** to send the portion that is in the memory (if more than one page has been scanned.) (See page 6-6.)

- Helpful Hints**
1. Use the Telephone Index to help you choose the numbers you want to broadcast.  
(See page 5-2.)
  2. After transmission is completed, a Broadcast Report will be printed automatically to let you know the result of the transmission.

### ***Sending by Multi-Transmission***

Use multi-transmission for sending several different faxes to several destinations at once. For example, you can automatically fax "Document A" to one destination and "Document B" to another destination.

This is not to be confused with Broadcasting, which is sending one document(s) to many destinations.

If you wish, you can combine this function with broadcasting so that you can fax different documents to different lists of people at the same time. To do this, store various sets of documents in memory. Then automatically your machine will fax "Document A" to one list of people and "Document B" to another list of people. You can preset 3 different documents including timer transmission in memory.

#### **KEYS TO PRESS**

1. Insert "Document A" into the feeder.
2. Press **Shift + Super Q.Scan** together to send by multiple transmission.  
The display shows remaining memory.
3. Enter the fax number. (Or a series of numbers if you are broadcasting.)
4. Press **Start** to start scanning documents.
5. Insert "Document B" within 30 seconds after "Document A" has been scanned. (If you wait more than 30 seconds to scan another document, the machine will begin to send the document(s) it has.)
6. Repeat the step 1, 2, 3, 4 for the third document.
7. After 30 seconds, your fax machine will start sending the documents in scanned order.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

MULTI TX 100%

ENTER FAX NO.

NJ OFFICE

MULTI TX 100%

09/12/1996 15:27

ENTER FAX NO.

PRESS START KEY

MULTI TX 70%

DIALING

After scanning documents, your fax machine will start sending them in scanned order.

**Helpful Hints** If you press only **Super Q.Scan** instead of **Shift + Super Q.Scan** for the last document, your fax machine will start dialing without waiting for 30 seconds.

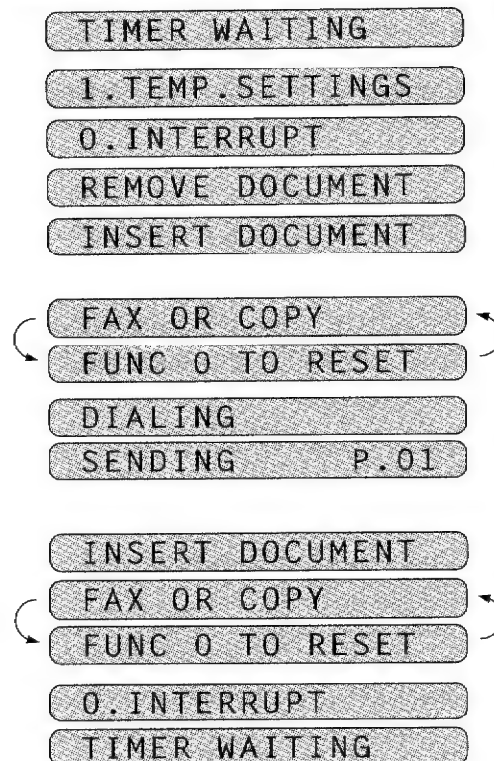
## ***Interrupting the Timer and Polled Job***

You can send a fax without canceling the timer (see page 6-7) or polled waiting (see page 8-2) with documents in the feeder by "interrupting" it. When you interrupt the timer to send a "new" set of documents, the fax machine does not automatically re-dial the number if it is busy. Also, you can not use the function mode when you are interrupting the timer or polled waiting.  
Example: TIMER WAITING with a document in the feeder.

### **KEYS TO PRESS**

1. Press **Function**.
2. Press **0**.
3. Wait for two seconds.
4. Remove documents from the fax machine.
5. Place the "new" documents into the feeder.
6. Enter the new fax number for the documents you are sending now, then press **Start**.
7. After the transmission is finished, place the "old" documents back into the feeder.
8. Press **Function** and **0** to restore the timer.

### **THE DISPLAY WILL SHOW:**



## Canceling a Job

Use the cancel job function to permanently remove scheduled tasks such as polling or polled job (see page 8-2) and timer job (delayed sending) (see page 6-7) from your fax machine.

Example: TIMER WAITING with documents in the feeder.

### KEYS TO PRESS

1. Press **Function**.
2. Press **2**.  
Any waiting jobs that have been set up will appear in the display.  
If no jobs are waiting to be processed, a "NO JOB WAITING" message will appear in the display.
3. Use ◀ (left arrow) or ▶ (right arrow) to select the job you wish to cancel.
4. Press **Set**.
5. Press **1** to cancel the selected job, or **2** to exit without canceling.  
If **1** is selected, the job will be canceled and the next job in the queue will appear in the display.
6. To cancel the next job, press **1** again.  
To exit, simply press **2**.

### THE DISPLAY WILL SHOW:

TIMER WAITING

1. TEMP. SETTINGS

2. CANCEL JOB

19:45 NJ OFFIC

SELECT ◀ ▶ & SET

19:45 NJ OFFIC

19:45 NJ OFFIC

1. CLEAR 2. EXIT



## D) FAX TRANSMISSION OPTIONS

### *Setting the Overseas Mode*

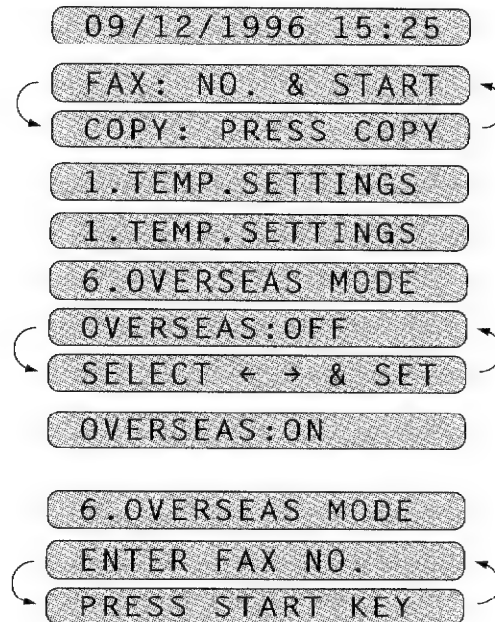
If you experience difficulty with sending faxes overseas, you may want to use the Overseas mode. Using the Overseas mode is an effective way to send faxes overseas.

#### KEYS TO PRESS

1. Insert the documents into the feeder.
2. Press **Function**.
3. Press **1**.
4. Press **6**.
5. Press ◀ (left arrow) or ▶ (right arrow) to switch to ON.
6. Press **Set**.
7. Press **Stop** to exit.
8. Then start the fax sending operation. (See page 6-4.)

After sending your fax, the overseas mode will switch itself OFF.

#### THE DISPLAY WILL SHOW:





## ***Setting Your Fax Machine for Multiple Resolution Transmission***

This is a temporary setting for the current transmission job only.

You can set the resolution of the documents you send by pressing **Resolution**. Once you set the resolution, all the pages will be sent at the same resolution. However, there may be times when you want to send some pages at one resolution, such as "standard", and other pages in another resolution, such as "photo." If you send all pages in photo resolution, for instance, it would take a great deal of time. It is better to specify the resolution for each page to minimize transmission time. This is made possible by using the 1.TEMP. SETTINGS function.

### **KEYS TO PRESS**

1. Insert the documents into the feeder.
2. Press **Function**.
3. Press **1**.
4. Press **5**.
5. Press ◀ (left arrow) or ▶ (right arrow) to find the resolution you want for the first page of your documents.  
Example: FINE.
6. Press **Set**.  
Return to step 5 for setting the resolution for page 2 and the following pages.
7. When you finish setting the resolution for all your pages, press **Stop**.
8. Enter the fax number.
9. Press **Start**.

The resolution will revert to STANDARD after the documents have been sent.

### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

1.TEMP.SETTINGS

1.TEMP.SETTINGS

5.RESOLUTION

PAGE 01:STANDARD

SELECT ◀ ▶ & SET

PAGE 01:FINE

PAGE 02:FINE

FAX: NO. & START

COPY: PRESS COPY

### ***Sending a Fax with an Electronic Cover Page Message***

An automatic Cover Page will allow you to send details of who the fax is going to, who it is from and when it was sent. This is what the Cover Page looks like:

09/12/1996 15:25	
=== COVER PAGE ===	
TO:	NJ OFFICE (1)
FAX:	14155551212
FROM:	BROTHER (2)
FAX:	4155554444
TEL:	4155554445
	03 PAGE[S] TO FOLLOW (3)
COMMENT:	PLEASE CALL (4)

- (1) The "TO" information comes from the One-Touch or the Speed-Dial memory. If you are dialing manually, the name of the destination will be left blank.
- (2) The "FROM" information comes from the Station ID.
- (3) The number of pages you are sending. When Cover Page is sent each time by using the automatic settings (see page 6-16), the number of pages will be left blank. If you have used the temporary Cover Page setting (see page 6-17,18), the number of pages you entered will be listed.
- (4) Your comments. You may customize the comments (see page 6-15).

#### FOR YOUR INFORMATION

##### ***The Comments Selection on the Cover Page***

You can choose one comment from among 6 options. The first option is to send no comment at all. The next 3 are built-in comments, and the last two are ones you can enter yourself. (For more information see page 6-15 "Customizing Your Cover Page Comment".)

1. COMMENT OFF
2. PLEASE CALL
3. URGENT
4. CONFIDENTIAL
5. (Your own customized comment up to 27 characters).
6. (Your own customized comment up to 27 characters).

## Customizing Your Cover Page Comment

You can customize the comment on your Cover Page as follows:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press <b>Function</b> .	09/12/1996 15:25
2. Press <b>7</b> .	1. TEMP. SETTINGS
3. Press <b>6</b> .	7. SETUP SYSTEM
	6. SET COVERPAGE
	5.
4. Press ◀ (left arrow) or ▶ (right arrow) to select 5 or 6 where you wish to store a comment. Example: 5.	SELECT ◀ ▶ & SET
	5.
5. Press <b>Set</b> .	5.
	ENTER & SET
6. Enter your customized comment by using the number keys (up to 27 characters). (See page 3-9~10 for more details.) Example: <b>TOP SECRET</b> .	5. TOP SECRET
7. Press <b>Set</b> .	
8. Press <b>Stop</b> to exit.	6. SET COVERPAGE

## Printing the Cover Page

You can print a Cover Page to check the format.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press <b>Function</b> .	09/12/1996 15:25
2. Press <b>3</b> .	1. TEMP. SETTINGS
3. Press <b>4</b> .	3. PRINT REPORTS
	4. COVERPAGE
4. Press <b>Start</b> .	PRESS START KEY
	PRINTING

## ***To Always Send a Cover Page***

If you often send an automatic Cover Page, you can set it to ON to avoid having to set up the details of the Cover Page each time. Here is how you can switch the setting for the automatic Cover Page to ON or OFF:

### **KEYS TO PRESS**

1. Press **Function**.
2. Press **5**.
3. Press **3**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose ON or OFF.  
Example: ON.
5. Press **Set**.
6. If you selected ON, you need to select a comment, by pressing ◀ (left arrow) or ▶ (right arrow).  
Example: 2.PLEASE CALL. (See page 6-14.)
7. Press **Set**.
8. Press **Stop** to exit.

### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1.TEMP.SETTINGS

5.USER OPTIONS

3.COVERPG ON/OFF

COVERPAGE:OFF

SELECT ◀ ▶ & SET

COVERPAGE:ON

1.COMMENT OFF

SELECT ◀ ▶ & SET

2.PLEASE CALL

3.COVERPG ON/OFF

### **FOR YOUR INFORMATION**

#### ***Sending an Automatic Cover Page***

If you have the Cover Page ON/OFF setting to ON, the total number of pages will not be printed on the Cover Page. Also, the comment you selected when you set it to ON will be printed on all the Cover Pages you send.

### ***Sending a Fax When the Cover Page Is ON***

#### **KEYS TO PRESS**

1. Insert the documents into the feeder. The display will say "COVERPAGE ON" for one second.
2. Enter the fax number.
3. Press **Start**.  
Your machine will begin transmitting the Cover Page and original document.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

COVERPAGE ON

FAX: NO. &amp; START

COPY: PRESS COPY

NJ OFFICE

DIALING

SEND COVERPAGE

SENDING P.01

### ***When Using the Cover Page Temporarily***

#### **KEYS TO PRESS**

1. Insert the documents into the feeder.
2. Press **Function**.
3. Press **1**.
4. Press **7**.
5. Press ◀ (left arrow) or ▶ (right arrow) to select ON or OFF.  
Example: ON.
6. Press **Set**.
7. Press ◀ (left arrow) or ▶ (right arrow) to select the comment you want.  
Example: 2.PLEASE CALL.
8. Press **Set**.
9. Enter the number of pages you are sending. (Enter "0" to leave the number of pages blank.)

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

FAX: NO. &amp; START

COPY: PRESS COPY

1.TEMP.SETTINGS

1.TEMP.SETTINGS

7.COVERPAGE

COVERPAGE:OFF

SELECT ◀ ▶ &amp; SET

COVERPAGE:ON

1.COMMENT OFF

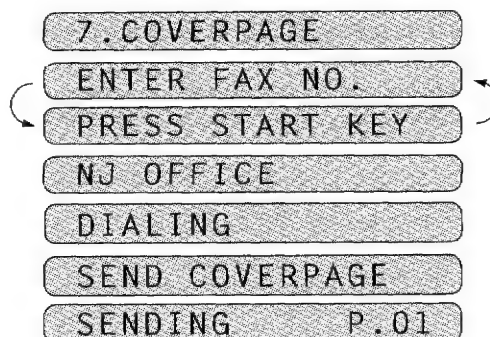
SELECT ◀ ▶ &amp; SET

2.PLEASE CALL

TOTAL PAGES? :00

TOTAL PAGES? :02

10. Wait for two seconds.
11. Press **Stop** to exit.
12. Enter the fax number.
13. Press **Start**.



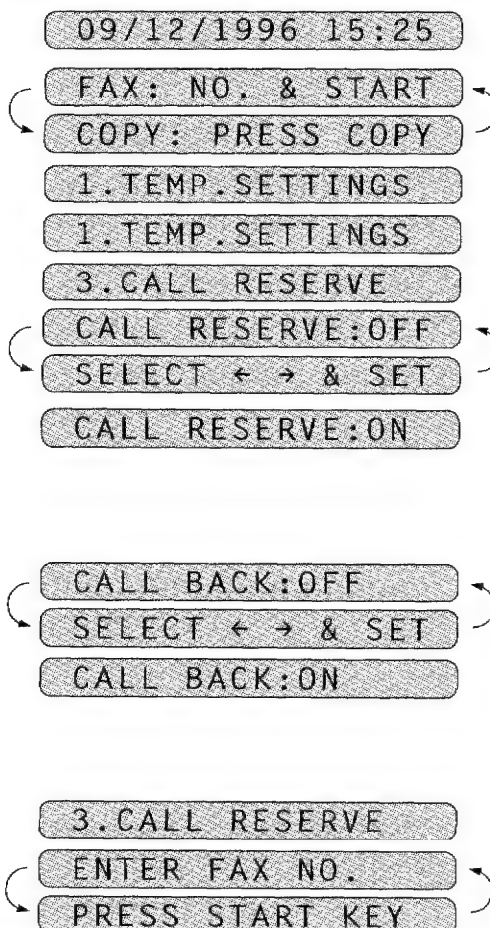
## ***Sending a Fax with Call Reservation***

You can send a fax and then talk to the recipient using the Call Reservation feature. After your fax has been printed on the receiving end, the receiving fax machine will ring as if it were receiving a telephone call. If the recipient picks up the handset, your fax machine will ring. Then you can pick up your handset and start a conversation. If you have both Call Reservation and Call Back Message set to ON and the recipient does not pick up the handset when it rings, your fax machine will leave a fax message asking them to call you.

### **KEYS TO PRESS**

1. Insert the documents into the feeder.
2. Press **Function**.
3. Press **1**.
4. Press **3**.
5. Press ◀ (left arrow) or ▶ (right arrow) to select Call Reservation ON or OFF.  
Example: Call Reserve ON.
6. Press **Set**.
7. Press ◀ (left arrow) or ▶ (right arrow) to select Call Back Message ON or OFF.  
Example: Call Back Message ON.
8. Press **Set**.
9. Press **Stop**.

### **THE DISPLAY WILL SHOW:**



10. Enter the fax number.
11. Press **Start**.
12. Pick up your handset if it rings.

NJ OFFICE

DIALING

09/12/1996 15:25

=== CALL BACK MESSAGE ===

TO: NJ OFFICE

FAX: 14155551212

FROM: BROTHER

PLEASE CALL AT [TEL] 4155554445

[FAX] 4155554444

#### FOR YOUR INFORMATION

##### *Using the Call Reservation Function*

1. There are some fax machines that will not respond to this function.
2. When you use auto re-dialing, you cannot use the Call Reservation function, but if Call Back Message is ON, your fax machine will leave a Call Back Message to ask the other party call you.
3. You cannot use Call Reservation with the timer or with the polling function.
4. You must register your Station ID number to set Call Back Message: ON.  
(See page 4-3.)

#### *Printing the Call Back Message*

You can print a sample Call Back Message to check the format.

#### KEYS TO PRESS

1. Press **Function**.
2. Press **3**.
3. Press **5**.
4. Press **Start**.

#### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

3. PRINT REPORTS

5. CALL BACK MSG

PRESS START KEY

PRINTING

## ***ECM (Error Correction Mode)***

The Error Correction Mode (ECM) is a way for the machine to check the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. If they do, you may send and receive fax messages that are continually checked for their integrity.

Sufficient memory must be available in your machine for this feature to work.

## ***Error Re-Transmission***

Error Re-Transmission is helpful when the receiving machine does not have ECM. Even though your machine cannot check the integrity of the message, it will resend the page(s) affected after occurrences of accidental noise have caused an error.

### **KEYS TO PRESS**

1. Press **Function**.
2. Press **5**.
3. Press **4**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose either ON or OFF.  
Example: ON.
5. Press **Set**.
6. Press **Stop** to exit.

### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1. TEMP. SETTINGS

5. USER OPTIONS

4. ERROR RE-TX

ERROR RE-TX: OFF

SELECT ◀ ▶ & SET

ERROR RE-TX: ON

4. ERROR RE-TX

- This feature is available only for memory transmission using Super Quick-Scan (see page 6-6~10).



### ***Next-FAX Reservation***

You can use Next-FAX Reservation for sending a fax when the fax machine is busy receiving or transmitting from memory. This function saves you from having to wait until the incoming fax has printed or the fax stored in memory has finished transmission. To use the Next-FAX Reservation feature insert the documents as you normally would and follow a few other simple steps.

#### **KEYS TO PRESS**

1. Insert the documents into the feeder.
2. Enter a fax number.
3. Press **Start**.
4. Press **Set**.

#### **THE DISPLAY WILL SHOW:**

RECEIVING P.01

ENTER No & START

14155551234

PRESS SET

NEXT-FAX RESERVD

DIALING

- If a One-Touch or SPEED DIAL number is selected that is not stored, a warning beep will sound.

#### **FOR YOUR INFORMATION**



1. Next-FAX Reservation cannot be used when there are documents in the document feeder awaiting timer transmission or polled waiting or when the interrupt function is in use.
2. When you are making a call using Next-FAX Reservation, you can dial manually, or use One-Touch, Speed-Dial, Redial, or Chain dialing. However, when you use One-Touch dialing, the screen will only display the number of the One-Touch number you are using, such as “\*01” and not the name of the person you are calling. Similarly, if you use Speed-dialing, the screen will show you only the Speed-Dial number, such as “#02”.
3. You can set the resolution for Next-FAX Reservation by pressing **Resolution**, but you can not change any settings using the **Function** key. (For example you cannot change a setting for multiple resolution transmission by using function mode.)
4. To cancel a Next-FAX Reservation, remove the documents and press **Stop**.
















## 7. RECEIVING FAXES AND OTHER CALLS

### A) BASIC SETUP TO RECEIVE FAXES

#### *Selecting an Answer Mode*

There are four different answer modes for your fax machine. You may choose the mode that best suits your needs by pressing the Mode button repeatedly until you have changed the Auto and F/T lights to the setting you want to use. For more detailed information about a particular mode, please refer to the page number in the right column.

Note: the lighted indicators mean  = not selected  = is selected and lit

Mode	Light	How it works	When to use it	Page #
1. <b>Manual</b> (manual receive)	 Auto  Msg Ctr  F/T	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with distinctive ringing.	7-2
2. <b>Auto</b> (automatic receive)	 Auto  Msg Ctr  F/T	The fax machine automatically answers every call as a fax.	For dedicated fax lines. You can not receive a voice call but you can call out.	7-2
3. <b>F/T</b> (Fax/Telephone)	 Auto  Msg Ctr  F/T	The fax machine controls the line and automatically answers every call. If the call is a fax it will receive the fax, if it the call is not a fax it will ring for you to pick up the call.	<b>This mode is for when you are not using an answering machine. You cannot have an answering machine on the same line, even if it is on a separate jack elsewhere on the same line. You cannot use the telephone company's VOICE MAIL in this mode.</b>	7-3
4. <b>MSG CTR</b> (Message Center) (For FAX1550MC, MFC1850MC/1950MC)	 Auto  Msg Ctr  F/T	The fax machine automatically answers every call. The messages are stored in order on a first come first served basis.	Use this mode to record both voice and fax messages into the machine's memory.	See the Message Center Manual.
5. <b>TAD</b> (External Telephone Answering Device or machine) (For FAX1150/1250, MFC1650/1750)	 Auto  TAD  F/T	The answering machine controls the phone line and every call. As soon as the TAD answers, the fax machine listens for a fax call, if it hears one it will take over the call and receive the fax message.	You must have an external answering machine plugged into the fax machine for this mode to work properly. It will not work with the telephone company's voice mail services. The TAD mode can be set so you have time to answer calls before the TAD picks up. You do not have to change modes when you are in or out.	7-14

\*NOTE: • In TAD mode the Ring Delay and F/T Ring Time settings on the fax machine do not apply! The number of rings is set on the external answering machine, which overrides the settings on the fax machine.

• In F/T mode you must set the Ring Delay and F/T Ring Time. If you have extension phones on the line, set the Ring Delay to 4 rings.

### ***Manual Reception (MANUAL Mode)***

When you set the Answer Mode to MANUAL, you must answer each incoming call yourself. Here is what you should do when using MANUAL Mode:

<b>If You Get a...</b>	<b>Then You Should...</b>
1. Regular phone call	Talk as you normally would.
2. Phone call and request to send a fax	Press <b>Start</b> when finished talking, and replace the handset. Note: Sender must also press <b>Start</b> .
3. Fax tone...	Press <b>Start</b> , and replace the handset.

### ***Automatic Fax Only Reception (AUTO Mode)***

You can receive all your faxes automatically in Automatic Fax Reception mode (Auto light is ON). Select this mode by pressing **Mode**.

### ***Setting the Ring Delay***

You can set up the number of rings before the fax machine will answer the line.

#### **KEYS TO PRESS**

1. Press **Function**.
2. Press **6**.
3. Press **2**.
4. Press **◀** (left arrow) or **▶** (right arrow) repeatedly until you find the number of rings you want.  
Example: 00.  
  
When you set 00, you can receive your incoming faxes with no rings.
5. Press **Set**.
6. Press **Stop** to exit.

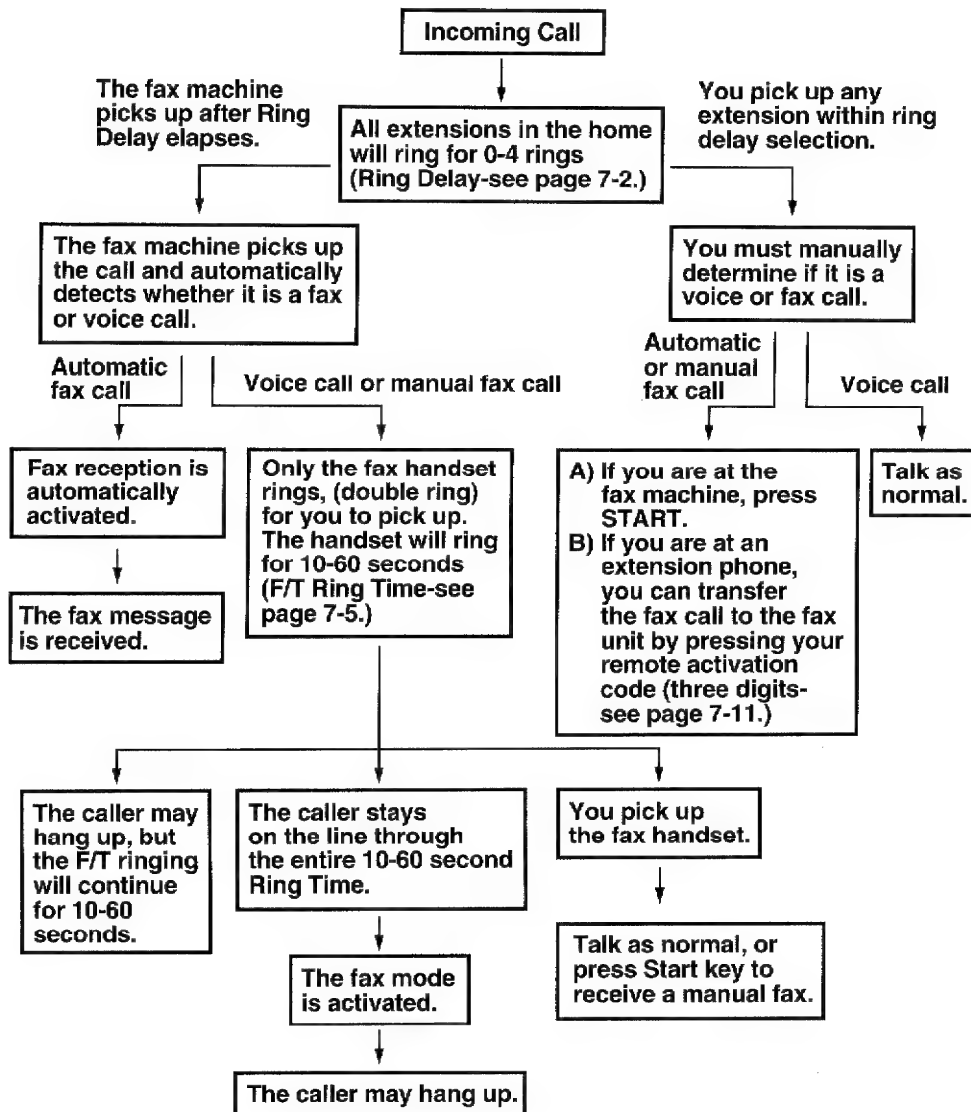
#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25  
1.TEMP.SETTINGS  
6.TEL OPTIONS  
2.RING DELAY  
RING DELAY:02  
SELECT ◀ ▶ & SET  
RING DELAY:00

2.RING DELAY

### ***The F/T Switch (Fax/Telephone Mode)***

When you share one line for your telephone and fax machine, in the F/T switch mode, the fax machine can determine whether an incoming call is a fax or a telephone call. (See Chart below.)



### **Recording an F/T Outgoing Message (OGM) (Only for FAX 1550MC and MFC 1850MC/1950MC)**

You can store an outgoing message in your fax machine so that callers know what to do. For example, you can leave a message that says:

"Hi, I can not answer your call right now; please call me again later. If you send a fax, please wait until you hear a fax tone and press the Start key, or, press (your three-digit remote activation code) and press the Start key."

#### **KEYS TO PRESS**

1. Press **Function**.
2. Press **8**.
3. Press **6**.
4. Press ◀ (left arrow) or ▶ (right arrow) repeatedly until you get the F/T OGM.
5. Press **Set**.
6. Press **Record**.
7. Pick up the handset.
8. Record a message within 20 seconds.
9. Press **Stop**, and replace the handset.  
The recorded message is played automatically.
10. Press **Stop** to exit.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1. TEMP. SETTINGS

8. SETUP MSG CTR

6. OGM

MSG CTR OGM

SELECT ◀ ▶ & SET

F/T OGM

REC/ERASE/PLAY?

PICK UP HANDSET

RECORD OGM: 00/20

RECORD OGM: 15/20

RECORD OGM: 20/20

PLAYING OGM

F/T OGM

SELECT ◀ ▶ & SET

#### **Helpful Hints**

It is not necessary to have an outgoing message. The F/T mode will work fine without one. It is only to help the caller understand the status of your machine.

NOTE : The caller can not leave an incoming message in this mode.

### Setting the F/T Ring Time

You can specify the maximum time you want the fax machine to ring (double ring) to notify you after it has answered a telephone call; there are four predefined settings: 10, 20, 30, or 60 seconds. During this time, only the fax machine will ring. No other phones on the same line will ring.

#### KEYS TO PRESS

1. Press **Function**.
2. Press **6**.
3. Press **4**.
4. Press ◀ (left arrow) or ▶ (right arrow) repeatedly until you find the setting you want.  
Example: 10 sec.
5. Press **Set**.
6. Press **Stop** to exit.

#### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

6. TEL. OPTIONS

4. F/T RING TIME

RING TIME: 20 SEC

SELECT ◀ ▶ & SET

RING TIME: 10 SEC

4. F/T RING TIME

### Smoothing

The smoothing feature enhances the appearance of incoming faxes by making the lines smooth and takes no additional time. This function does not apply to outgoing faxes, or to lists or reports you print. The initial setting is ON.

#### KEYS TO PRESS

1. Press **Function**.
2. Press **5**.
3. Press **1**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose ON or OFF.  
Example: OFF.
5. Press **Set**.
6. Press **Stop** to exit.

#### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

5. USER OPTIONS

1. SMOOTHING

SMOOTHING: ON

SELECT ◀ ▶ & SET

SMOOTHING: OFF

1. SMOOTHING

### ***Setting the Size of the Recording Paper***

There are three different settings for the size of the recording (printing) paper. The machine will automatically reduce and prints the incoming data according to the size setting of the recording paper size.

#### **KEYS TO PRESS**

1. Press **Function**.
2. Press **5**.
3. Press **6**.
4. Press ◀ (left arrow) or ▶ (right arrow) to select either **LETTER**, **LEGAL** or **A4**.  
Example : A4
5. Press **Set**.  
Go to the **REDUCTION** setting in Function menu 5-5. (See page 7-7.)
6. Press ◀ (left arrow) or ▶ (right arrow) to select either **AUTO**, **100%**, **93%**, **87%**, or **75%**.  
Example: AUTO
7. Press **Set**.
8. Press **Stop** to exit.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1. TEMP. SETTINGS

5. USER OPTIONS

6. RCD PAPER

RCD PAPER: LETTER

SELECT ◀ → & SET

RCD PAPER: A4

REDUCTION: AUTO

SELECT ◀ → & SET

REDUCTION: AUTO

6. RCD PAPER

#### **NOTICE**

Regardless of the actual size of the recording paper, the machine will calculate the reduction ratio by this setting. So when you change the recording paper, you must also change this setting to get the correct reduction.

## ***Printing a Reduced Size Copy of the Incoming Document***

You can avoid separating data even if the document is longer than the recording paper by using this function to print a reduction of the document. There are two types of reduction: Auto Reduction and Fixed Reduction.

### ***Using Auto Reduction Ratios***

Regardless of the original size of the incoming document, it will be reduced so that it fits on one page of recording paper. The machine will automatically calculate the reduction ratio by taking into account the size of the incoming document and the size of the recording paper you selected in Function menu 5-6. (See page 7-6.)

### ***Fixed Reduction***

The incoming document will be reduced at a fixed reduction ratio regardless of the size of the recording paper. The reduction ratios can be selected from among four choices: 100%, 93%, 87%, or 75%.

#### **KEYS TO PRESS**

1. Press **Function**.
2. Press **5**.
3. Press **5**.
4. Press ◀ (left arrow) or ▶ (right arrow) to select the reduction ratio you want :
  - If you want Auto Reduction, choose "AUTO".
  - Choose 93%, 87%, or 75% if you want Fixed Reduction.

Example: 93%

  - Choose 100% if you want to record the same size.
5. Press **Set**.
6. Press **Stop** to exit.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25  
 1. TEMP. SETTINGS  
 5. USER OPTIONS  
 5. REDUCTION  
 REDUCTION: AUTO  
 SELECT ◀ ▶ & SET  
 REDUCTION: 93%

5. REDUCTION



## NOTICE

- You can use Auto Reduction to reduce incoming documents to fit on one page of recording paper, only as long as the original document is not longer than legal size. If the original is longer than legal size, the data will not be reduced (see the For Your Information below.) and will carry over to print on a second page.
- When you use Auto Reduction and you receive an incoming document that is smaller than your recording paper, no reduction will take place.
- When selecting Fixed Reduction, you must consider the size of the recording paper as registered in Function menu 5-6. (See page 7-6.)

## FOR YOUR INFORMATION

***Selecting the Ratios of Fixed Reduction***

Other party sends you a document the size of...	Your receiving paper size is:	Recommended Reduction Ratio is:
Letter document (8.5"x11") (mostly Domestic communications)	Letter	93%
	A4, Legal	100%
A4 document (8.2"x11.6") (mostly International communications)	Letter	87%
	A4	93%
	Legal	100%
Legal documents (8.5"x14")	Letter	75%
	Legal	93%

## Speaker Volume

There are three settings available for the speaker volume, OFF, LOW, or HIGH. This setting controls the loudness of the fax machine's speaker, which is connected to the phone line. The initial setting is LOW.

### KEYS TO PRESS

1. Press **Function**.
2. Press **6**.
3. Press **3**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose a setting either OFF, LOW, or HIGH.  
Example: HIGH.
5. Press **Set**.
6. Press **Stop** to exit.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

6. TEL OPTIONS

3. SPEAKER VOLUME

SPEAKER: LOW

SELECT ◀ ▶ & SET

SPEAKER: HIGH

3. SPEAKER VOLUME

## Ring Volume

You can set the ring volume to either OFF, LOW or HIGH. The initial setting is HIGH.

### KEYS TO PRESS

1. Press **Function**.
2. Press **6**.
3. Press **5**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose either OFF, LOW, or HIGH.  
Example: LOW.
5. Press **Set**.
6. Press **Stop** to exit.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

6. TEL OPTIONS

5. RING VOLUME

RING VOLUME: HIGH

SELECT ◀ ▶ & SET

RING VOLUME: LOW

5. RING VOLUME

**Helpful Hints**

Even if you select OFF, the ring volume will be LOW for F/T ringing, Call Reservation ringing and when the Distinctive ringing mode is Set.

## FOR YOUR INFORMATION

***Reception into Memory/Out of Paper Reception***

If the paper cassette is empty, the LCD will display the message "PAPER EMPTY". Then please add more recording paper. (See page 1-7~8.)

Your fax machine will automatically store any incoming faxes in its memory if it runs out of paper. The contents of the memory will be printed when you replace the new recording paper. The memory will not be lost as long as you do not turn off the machine or disconnect the power.

## B) REMOTE ACTIVATION

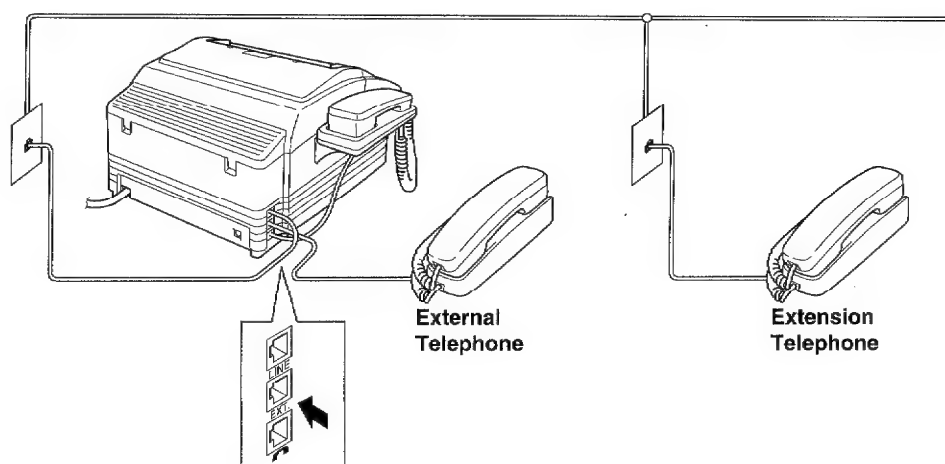
### *What is Remote Activation?*

If you answer a call that is a fax message, you can use the Remote Activation Code to make your fax machine take over the call. If your fax machine answers a telephone call that is for you, you can use the Remote Deactivation Code to pick up the call at an extension phone. (You do not need a code to take over a call at the fax machine.) You must use a touch tone phone.

#### FOR YOUR INFORMATION

##### *Connecting an External or Extension Telephone*

You may connect an external telephone to your fax machine, as shown below. Use the "EXT." jack on your fax machine. Alternately, you may wish to use this "EXT." jack to connect a telephone answering device (TAD). An extension phone is a telephone that is plugged into a separate wall jack on the same line.



If the external telephone is in use, the warning message "EXT. TEL IN USE" will be displayed on the fax LCD. When the handset on the fax machine is picked up, an alarm will sound. You can disconnect the external phone and switch to the fax machine's handset by pressing **Hook**.

### *Using Remote Codes*

The Remote Activation Code (\*51) is used in F/T mode, TAD mode and MSG CTR mode. The Deactivation Code (#51) is used only in F/T mode and MSG CTR mode.

## ***Using the Activation Code:***

When you are at the fax machine, you will probably answer incoming calls before your fax machine or answering machine is programmed to pick up. **If you answer a call and no one seems to be on the line, assume it is a fax message. Do not hang up.** You must activate your fax machine to take over the call first. (If you are holding the fax handset, just press Start key and hang up.) If you are on an extension/external phone, **press \*51 and wait for your fax machine to respond before you hang up.** After 3 seconds you will hear receiving tones (chirps) through the handset of extension phone. Then hang up. You can repeat the code as many times as needed. Your fax machine will take over the call and print the fax message. If your caller wants to talk before sending the fax, you can have a conversation first and then activate your fax machine with the code.

The Remote Activation Code can also be used by your callers. When you are using a TAD, your outgoing message (OGM) should end with the statement "to send a fax, press \*51". (See the section on Connecting a Telephone Answering Device for more information.)

## ***Using the Deactivation Code:***

When your fax machine is in F/T mode, sometimes it will answer a call that is not fax calling tones (a telephone call or manual fax). It will respond with a **double ring** (short, short) to alert you to take over. Because it has already answered the call, only the fax machine will ring, extension phones are no longer connected to the call. Pick up any phone except external phone on the line.

To take over the call at the fax machine:

Pick up the handset of the fax machine and talk to the caller as usual. If no one is there or someone is trying to send you a manual fax, press the Start key and replace the handset. Your fax machine will display "receiving" and print the incoming fax message.

To take over the call at an extension phone:

Pick up the handset on another telephone and **press #51 quickly during the silence between the double ring pattern.** When the fax machine hears the code it will stop ringing and let you speak with the caller. If no one is on the line or someone is trying to send you a manual fax, send the call back to the fax machine (\*51).

## ***Making the Remote Codes Easier to Use***

You can change the codes at any time. It may be easier for you and your callers to press the same key three times (Example: \*\*\* and ###). Although you can change the codes to any numbers you want, try to avoid using digits for the Activation Code. The Remote Activation Code can not match any number you dial. If you try to dial a phone number that includes the Activation Code, your fax machine will go into receiving mode.

## ***Troubleshooting***

Sometimes other equipment on your phone line reserves a key that is in the Activation or Deactivation code. (Some answering machines reserve the "\*" key.) If the code you use to retrieve messages from your answering machine causes the line to be disconnected, try changing the Remote Codes. Change \*51 to ### and #51 to 999. The Remote Activation and Deactivation Codes may not work with some telephone systems or telephone sets.

**NOTE:** If you accidentally pick up an extension phone when a fax message is being received, you may disrupt the transmission or render some portions unreadable.

***Changing and Registering Remote Codes*****KEYS TO PRESS**

1. Press **Function**.
2. Press **7**.
3. Press **5**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose ON or OFF.  
Example: ON.
5. Press **Set**.
6. Enter new remote code to activate.  
(Factory setting is “\*51”.) Then wait for 2 seconds.
7. Enter new remote code to deactivate. (Factory setting is “#51”.)
8. Wait for 2 seconds.
9. Press **Stop** to exit.

**THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1.TEMP.SETTINGS

7.SETUP SYSTEM

5.REMOTE CODE

REMOTE ACT.:ON

SELECT ◀ ▶ &amp; SET

REMOTE ACT.:ON

ACT.CODE:\*51

DEACT.CODE:#51

5:REMOTE CODE

## C) CONNECTING A TELEPHONE ANSWERING DEVICE (TAD)

### *How to Use External TAD with the Unit (The TAD Mode for FAX 1150/1250 and MFC 1650/1750)*

When you have a Telephone Answering Device on the fax phone line, the TAD will answer all the incoming calls. Your Brother fax machine will listen in on the line for fax CNG tones. If it hears them, it will take over the call and receive the fax message. If it does not hear fax tones, it will let the TAD continue playing the outgoing message so the caller can leave a voice message.

The TAD must answer within 4 rings (2 rings are recommended). The fax machine can not hear the CNG calling tones until the TAD answers the call. With 4 rings, only 8-10 seconds of CNG calling tones are left for the "handshake". So you must strictly follow the instructions for recording the OGM.

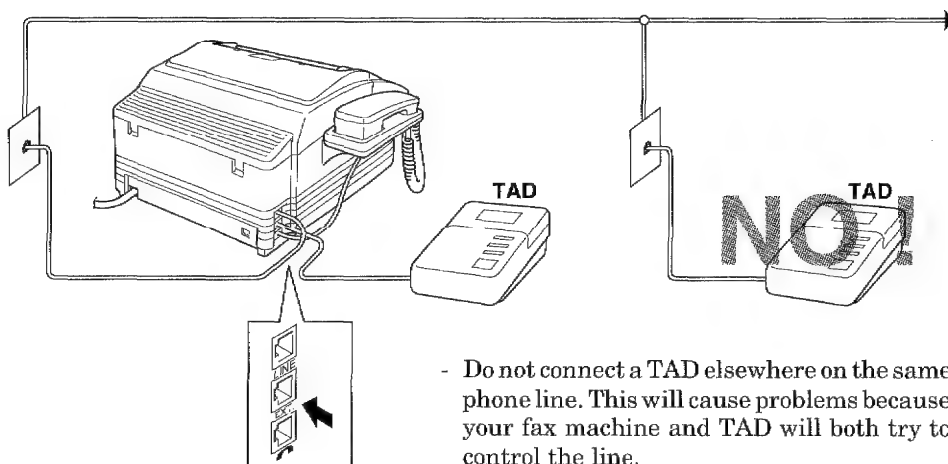
You must erase the incoming messages frequently on your TAD. When the TAD's memory is full it will not answer any incoming calls (fax or voice).

Set the TAD : EXT mode in the Message Storage. (Set the TAD mode for FAX 1150/1250 and MFC 1650/1750 (see page 7-1).)

#### FOR YOUR INFORMATION

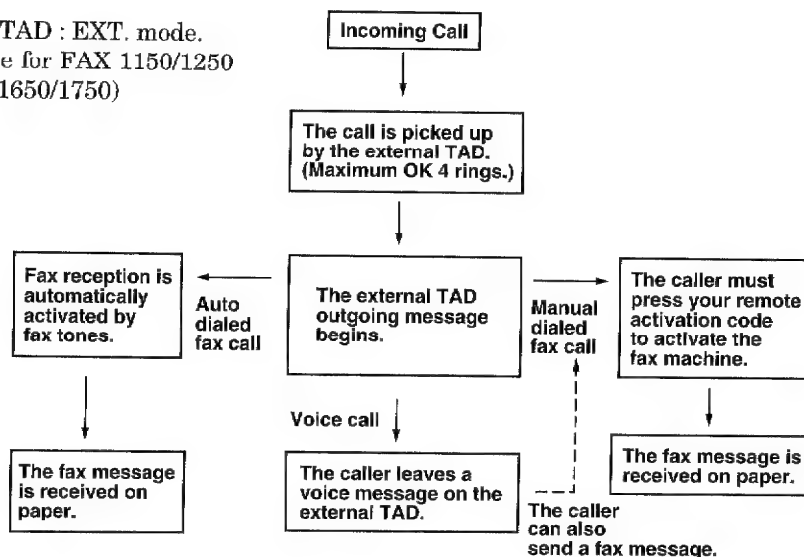
##### *Connecting an External TAD to the Unit*

You may connect an external TAD to your fax machine, as shown below. Use the "EXT." jack on your fax machine.



### ***Example of the Sequence of External TAD Reception (Sequence of TAD Mode for FAX 1150/1250 and MFC 1650/1750)***

Example) TAD : EXT. mode.  
(TAD mode for FAX 1150/1250  
and MFC 1650/1750)



### ***Hookup***

There is only one way you can hook up a Telephone Answering Device (TAD) on the fax phone line. The TAD must be plugged into the back of the fax machine in the jack labeled EXT. Your fax machine can not work properly if you plug the TAD into a wall jack. Follow these steps:

1. Plug the telephone line cord from the wall jack into the back of the fax machine in the jack labeled LINE.
2. Plug the telephone line cord from your TAD into the back of the fax machine in the jack labeled EXT. (Double check that the telephone line cord comes from the jack in the TAD for telephone line and not for telephone set.)
3. Put your fax machine in TAD mode by turning both the Auto and F/T lights on.
4. Set your TAD to 4 rings or less. (The fax machine's Ring Delay setting does not apply).
5. Turn the TAD's Answer mode to ON.
6. Record the OGM (outgoing message) on your TAD as explained below.

### ***Recording the TAD's Outgoing Message (OGM)***

The TAD's outgoing message is important because it must be set up to handle two kinds of fax receptions: automatic and manual. Timing is important.

1. Record 5 seconds of silence as the beginning of your message. (Your fax machine will be able to hear the fax calling tones, of automatic fax transmissions, before they stop.)
2. Limit your speaking to 20 seconds.
3. End your 20 second message by giving your Remote Activation Code for people sending manual faxes:  
"After the beep, leave a message or send a fax by pressing \*51."

**NOTE:** Do not assume that most callers send faxes automatically. Many people do not realize they are not sending fax tones when they lift the handset or press the Hook key. Also, some machines may not send fax tones.



## D) DISTINCTIVE RINGING

### *Distinctive Ringing*

---

#### *What Is Distinctive Ringing?*

---

Distinctive ringing is a service offered by the telephone carriers that allows you to have several different numbers on one phone line, so you can have a separate number for your fax machine. Each number has its own distinctive ringing pattern. This way, when you get an incoming call, you can identify the number being called by its ring. Your local telephone company can provide more information about this service. The service is usually offered as a monthly charge to your normal telephone bill.

#### *What is the Advantage of Using the Distinctive Ringing Function?*

---

Using Distinctive Ringing is the most efficient way to receive both fax and telephone calls on the same line. It is much easier for your callers who dial manually. The fax machine will answer with receiving tones so they will not have to press an activation code (TAD mode) or wait 30 seconds to hear fax tones (F/T mode). And the people who call to talk on your main number, will not have to talk to your fax machine. Basically, it gives you two independent numbers without the higher cost of a second line.

#### *Can My Fax Machine Use Distinctive Ringing?*

---

Yes, it has a distinctive ringing function that allows you to register the distinctive ringing pattern of an additional phone number on the line. The number you register must be the number you want to use as your dedicated fax number. Once you register the ringing pattern, the fax machine will be able to identify its own incoming calls and automatically receive faxes at that number. You can register only one ringing pattern. There are some ringing patterns that can not be registered.

#### *Can I Change the Setting Later?*

---

Yes, you can change or cancel the distinctive ringing setting at any time. You can switch it OFF temporarily and then turn it back ON. When you move or get a new fax number, change the distinctive ringing mode to SET so you can register the new number.

#### *How Will the Fax Machine Treat All Other Numbers?*

---

As long as the fax machine is set to **MANUAL** mode and you have registered its distinctive ringing number, **the fax machine will answer only the registered number**. When a call comes in to your main number (or additional distinctive ringing numbers), all the phones will ring until you or an answering machine pick up the call. (See the chart on page 7-13.)

If you want the fax machine to allow a telephone answering device (TAD) to answer only the main number(s), you must leave the fax machine in **MANUAL** mode. You can plug the telephone answering device into either the EXT jack of the fax machine or into a separate phone jack. If the TAD is in the EXT jack, you will not hear the first two rings on the TAD. The TAD must be set to its maximum number of rings (at least 4 ring cycles). Otherwise, it will answer the registered distinctive ringing number before the fax machine has time to recognize the ringing pattern.

If you change the answer mode on the fax machine to **AUTO** or **F/T**, that setting will override the Distinctive Ringing setup. **In AUTO or F/T modes, your fax machine will answer all the phone numbers (including its own ring pattern).**

---

### ***How Does the Distinctive Ringing Function Work?***

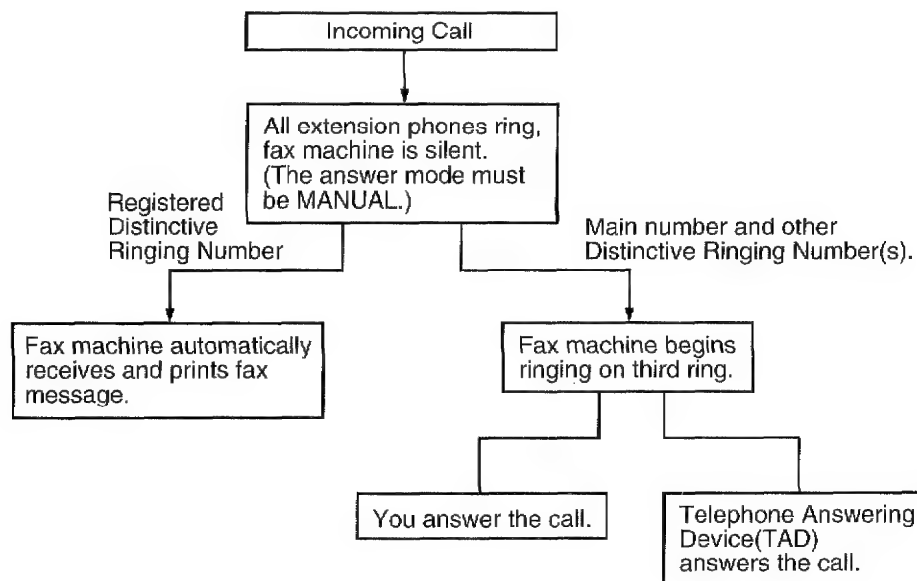
---

Your telephone number will have the standard ring pattern of long long, while the new number could have a ring pattern of short short, long short, etc. When Distinctive Ringing is ON, you will not hear the first two rings of all incoming calls on the fax machine. Extension phones will ring as usual. If the fax machine recognizes the ring pattern, all ringing will stop and the fax machine will answer and automatically receive the fax message. Otherwise, you will hear the extension phones and the fax machine continue to ring. The fax machine always listens to at least two ring patterns before it answers, so do not pick up the phone during that time. You will quickly learn to recognize the ring pattern for faxes, so you will not be tempted to answer that number. Either you or a telephone answering device can answer the main number(s).

---

### ***Flowchart Sequence of an Incoming Call***

---



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### ***Which Phone Number Should I Register?***

---

It is a good idea to keep your old number for its original purpose and to register the new number as your fax number. Remember to give the new fax number to your customers and colleagues.

---

### ***What Must I Do to Set up Distinctive Ringing?***

---

To use the Distinctive Ringing feature you must:

1. Get the distinctive ringing service from your telephone carrier.
2. When your distinctive ringing number is available, register it in the function called Setting the Distinctive Ringing Function.
3. Keep the fax machine in MANUAL answer mode (both Auto and F/T lights turned off.)

## ***Setting the Distinctive Ringing Function***

This function is a one-time procedure to register a distinctive ringing number with your fax machine. Your fax machine will answer the registered number automatically, simulating AUTO answer mode on a dedicated fax line. You can register **only** one number. **Do not try to set up this function if you do not have the distinctive ringing service. It may cause your fax machine to malfunction.**

This procedure is in two parts: First, you must put the fax machine in SET mode; D/R SET MODE will be on the display screen. Second, you must wait for a friend to call the distinctive ringing number so you can register the ringing pattern. When a call comes in, do not pick up the handset until the fax display says PICK UP TO SET. Then pick up the fax handset. If the caller dialed your distinctive ringing number, press START and check that the display says REGISTERED before you hang up. If the caller dialed the other number, press STOP and hang up to try again.

### **Before you begin this function:**

1. If your fax machine is connected to a telephone answering device or to the telephone company's Voice Mail system, disconnect it before you begin this function.
2. **Have a friend ready to call your distinctive ringing number.**

### **After you complete this one-time setup:**

1. The Distinctive Ringing function automatically will be changed from SET to ON. **Distinctive Ringing operates in MANUAL mode, so you must keep the AUTO and F/T lights turned off.**
2. Be sure to have your friend call you on **both** numbers to test that everything is set up correctly.
3. If you do not complete this function by pressing START to register a number, your machine will stay in D/R SET MODE. So, if you decide **not** to register a number, you must repeat Steps 1-6 and in Step 4 change the mode to OFF.

### **KEYS TO PRESS**

1. Press **Function**.
2. Press **6**.
3. Press **6**.
4. Press ◀ (left arrow) or ▶ (right arrow) to find the SET mode.
5. Press **Set**.
6. Press **Stop**.

NOTE: The display should say **D/R SET MODE**. Also, the answer mode lights will flash. You must now wait for someone to call the distinctive ringing fax number.

### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1.TEMP.SETTINGS

6.TEL OPTIONS

6.DISTINCTIVE

DISTINCTIVE:OFF

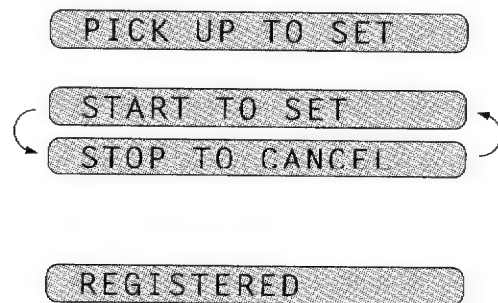
SELECT ◀ ▶ & SET

DISTINCTIVE:SET

16.DISTINCTIVE

D/R SET MODE

7. When the phone rings, listen carefully to check that the ringing pattern is the one you want to register. If it is, wait (at least two ring cycles) until the display says **PICK UP TO SET**. Then pick up the fax handset.
8. Press **Start** to set. Check that the display says **REGISTERED**.  
(If the other number was called, press **Stop** to cancel.)
9. Hang up the handset.



### ***How to Turn the Distinctive Ringing Function ON or OFF***

The distinctive ringing function is designed to accommodate the distinctive ringing service (a telephone service that provides you with multiple numbers, each with a distinctive ring pattern, on one line). You can change the distinctive ringing function setting to ON or OFF as needed after you have registered the distinctive ringing number in the function called Setting the Distinctive Ringing Function. To change the setting, repeat Steps 1-6; Step 4 is where you can select either ON or OFF.

## E) CALLER ID

### *What is Caller ID?*

---

Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number (or name in certain states) as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because Caller IDs are received and stored in your machine's memory.

#### NOTICE

To get the Caller ID Service: apply for the Caller ID service at your local telephone company.

The type of service varies from state to state and is determined by your telephone company. Your particular service may display only the caller's phone number or the caller's number and/or name.

### *Advantages of Caller ID*

---

#### **For Business**

All businesses profit from a quicker response to customer calls. Businesses that provide mail order services, money-lending services or provide confidential information, can protect themselves from false orders or acceptance of false identification.

#### **At Home**

Residential customers can protect themselves from unwanted calls.

### *How Does the Caller ID Work?*

---

#### *The Caller ID Appears on the Display When Your Telephone Rings*

---

As your telephone rings, the Display shows you the caller's phone number (or caller's name in certain states). You will know who is calling before you pick up the handset or before your machine automatically receives the call. Once you pick up the handset, the caller's ID disappears. If both the caller's phone number and name are received, only the name will appear on the Display. You will see the first 16 characters of the number or name.

- Helpful Hints**
- If "OUT OF AREA" appears on the Display, it means that the call came from outside your caller ID service area.
  - If "PRIVATE CALL" appears on the Display, it means the caller intentionally blocked the transmission of his/her ID.
  - If no caller ID was transmitted to your fax machine, "CALL PICKUP" will remain on the display.

**NOTE:** Please setup the number of rings 02 and more to have the Caller ID. If you set up the number of rings to 01, you can not receive the Caller ID.

### ***The Caller ID is Stored in Your Machine's Memory***

The machine can store a maximum of the last 30 incoming caller IDs in the memory, along with the time and date of reception. The 31st call will cause the oldest ID to be erased.

The Caller ID information stored in the memory can be scrolled through on the display.

And you can also print the Caller ID list and review calls you received by checking the Caller IDs in memory. This report will list the Date, Time, Phone Number (Caller ID), Name (in certain states), and type of call (Comment).

### ***Scanning through a Caller ID from the Memory***

You can display the caller IDs that are stored in the memory as follows. (You can skip to Step 4 below by pressing the **Shift** and **Tel-index** keys simultaneously.)

#### **KEYS TO PRESS**

1. Press **Function**.
2. Press **6**.
3. Press **7**.
4. Press **Set**.

The Caller ID of the last call will appear on the display.

- If no ID is stored, the beeper will sound and "NO CALLER ID" will appear on the display.

5. Press ◀ (left arrow) or ▶ (right arrow) key to scroll through the Caller IDs in the memory.

In this example, press the ▶ key 5 times.

- Pressing the ▶ key will cycle backward through the stored caller IDs from the latest to the oldest. If you press the ▶ key when the oldest ID appears, the latest one will appear. The ◀ key cycles forward.
- After 2 seconds, the date and time the caller ID was received will appear.

6. Press **Stop** to exit.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1. TEMP. SETTINGS

6. TEL. OPTIONS

7. CALLER ID

30.)1455551212

25.)5555151

#### **FOR YOUR INFORMATION**

##### ***Clearing the Caller ID Stored into Memory***

It is recommended that you should clear the Caller ID stored into memory by pressing **Clear** when the display shows the number or name, because of the effective use of the memory.

## Printing the Caller ID List

You can print a listing of the Caller IDs for the last 30 calls received. Both telephone and fax calls will be listed.

### KEYS TO PRESS

1. Press **Function**.
2. Press **3**.
3. Press **9**.
4. Press **Set**.  
Wait 2 seconds until you see the prompt at the right.
5. Press **Start**.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

3. PRINT REPORTS

9. CALLER ID

PRESS START KEY

PRINTING

### ▼ Sample of Caller ID List

CALLER ID LIST					
			TIME : 09/04/1996 14:05		
			NAME :		
			FAX :		
			TEL :		
	①	②	③	④	
	DATE	TIME	CALLER ID	NAME	COMMENT
01	09/04	13:45	5551212	KOUJI TAKEYAMA	TEL RX
02	09/04	13:45	5551212	KOUJI TAKEYAMA	TEL
03	09/04	13:45	5551111		TEL RX
04	09/04	13:45	5551010		TAD RX
05	09/04	13:45	5552222		
06	09/04	13:45	5552323		TAD
07	09/04	13:45	5550000	SMITH SHARON	TEL RX
08	09/04	13:45	5551212	KOUJI TAKEYAMA	TEL TX
09	09/04	13:45	5551234		RX
10	09/04	13:45	5551010	SMITH SHARON	TX
11	09/04	13:45	5550101	JONES JENNIFER	TAD RX

NOTE: "TX" means Transmit, "RX" means Receive.

#### CONTENTS OF THE LIST:

- DATE & TIME ①
- CALLER ID ②
- NAME (ONLY WHEN AVAILABLE) ③
- COMMENT ④

#### COMMENTS WILL INCLUDE:

- TX means your machine sent a fax message when it was polled or called.
- RX means your machine received a fax message (other than when polled or called).
- TEL means you answered a telephonic call by your fax machine, external TAD or external phone.
- TAD means you received an ICM in your Message Center memory (Only for FAX 1550MC, MFC 1850MC/1950MC).
- BLANK means the call was not answered or you answered by extension phone.

## 8. POLLING

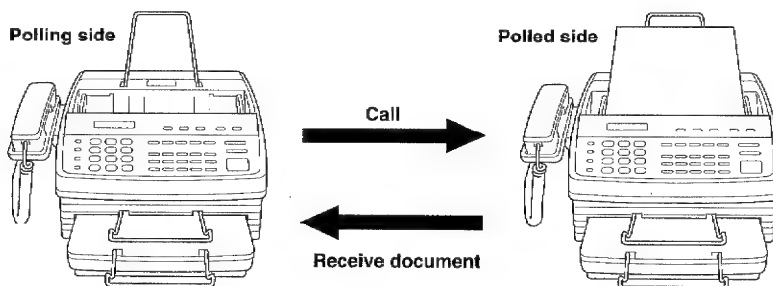
## FOR YOUR INFORMATION

***What Is Polling?***

Polling is the process of **retrieving** faxes from another fax machine. You may use your machine to “poll” other machines, or you may ask someone to poll your machine. The party who polls pays for the cost of the call.

***How Does It Work?***

First all parties set up their fax machines so that they can accommodate polling. Then one party leaves documents in the fax machine so that the other party can call and have the documents sent to them.

***When to Use Polling?***

Use polling to control the cost of who pays for sending a fax.

1. If **you** want to pay for the cost of the call: Send out faxes to other parties as you normally would, and if another party has documents to send you, ask if you can poll for them.
2. If you want **others** to pay for the cost of the call: Ask them to poll your fax machine for documents they want, and have them fax any documents that you want.

\* There are some fax machines that will not respond to the polling function.

**Helpful Hints Using Polling Effectively (Examples)**

**Problem No. 1:** You want another party to send you a long fax, but they do not want to pay for the call.

**Solution:** Ask them to leave the document in their fax machine so you can poll for it.

**Problem No. 2:** Sales representatives have difficulty sending in faxes to the head office's fax machine because it is busy so much of the time.

**Solution:** Head office can poll the sales representatives' fax machines.

**Problem No. 3:** Because of the time or location, it is cheaper for someone else to call you than it is for you to make the call.

**Solution:** Ask the other party to poll for the documents and offer to pay for the call at their lower rate.



## ***Polling Another Fax Machine (Calling)***

Once you have set up polling, as described below, and the other party has set their fax machine to "POLLED WAITING", you can automatically receive their documents.

### **KEYS TO PRESS**

Make sure there are no documents in your feeder.

1. Press **Function**.
2. Press **1**.
3. Press **2**.
4. Wait for two seconds.
5. Press **Set**.
6. Press **Stop**.
7. Enter the fax number.  
Example: One-touch dialing.
8. Press **Start**.

### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1. TEMP. SETTINGS

1. TEMP. SETTINGS

2. POLLING

POLLING: STANDARD

SELECT ← → & SET

2. POLLING

ENTER FAX NO.

PRESS START KEY

NJ OFFICE

DIALING

RECEIVING P.01

## ***Setting up Polled Waiting (Being Called)***

Polled Waiting is when you place a document in your fax machine and set your machine to allow another fax machine to retrieve that document. Your fax machine will print a Polled Report after the transmission.

### **KEYS TO PRESS**

1. Place the documents into the feeder.
2. Press **Function**.
3. Press **1**.
4. Press **2**.
5. Wait for two seconds.
6. Press **Set**.

### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

1. TEMP. SETTINGS

1. TEMP. SETTINGS

2. POLLING

POLLING: STANDARD

SELECT ← → & SET

2. POLLING

7. Press **Stop**.
8. Press **Start** and wait for the polling call to come in.

PRESS START KEY

POLLED WAITING

## Secure Polling

Secure Polling is a way to keep your documents and others' from falling into unauthorized hands while the fax machines are set up for polling. You can use Secure Polling only with another Brother fax machine. Your four-digit ID number must be entered on the fax machine that polls for your documents.

## Polling Another Brother Fax Machine with Secure Code (Calling)

You can poll another Brother fax machine that has Secure Polling by following the steps below: You need to make sure you are using the same ID number as the other party.

### KEYS TO PRESS

Make sure no documents are in the feeder.

1. Press **Function**.
2. Press **1**.
3. Press **2**.
4. Wait for two seconds.
5. Press ◀ (left arrow) or ▶ (right arrow) to find the **POLLING SECURE** setting.
6. Press **Set**.
7. Enter a four-digit number. This is the security code of the fax machine you are polling.  
Example: **1234**.
8. Wait for two seconds.
9. Press **Stop**.
10. Enter the fax number.  
Example: One-Touch dialing.
11. Press **Start**.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1.TEMP.SETTINGS

1.TEMP.SETTINGS

2.POLLING

POLLING:STANDARD

SELECT ◀ ▶ & SET

POLLING:SECURE

POLLING ID:XXXX

POLLING ID:1234

2.POLLING

ENTER FAX NO.

PRESS START KEY

NJ OFFICE

DIALING

RECEIVING P.01

### ***Setting up Polled Waiting with Secure Polling (Being Called)***

Secure Polling allows you to create a Polling ID number to protect your documents during polled waiting mode. Anyone who polls your machine must enter this polling ID number.

#### **KEYS TO PRESS**

1. Insert the documents into the feeder.
2. Press **Function**.
3. Press **1**.
4. Press **2**.
5. Wait for two seconds.
6. Press ◀ (left arrow) or ▶ (right arrow) to find the POLLING SECURE setting.
7. Press **Set**.
8. Enter a four-digit number.  
Example: **1234**.
9. Wait for two seconds.
10. Press **Stop**.
11. Press **Start** and wait for the polling call to come in.

#### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

1. TEMP. SETTINGS

1. TEMP. SETTINGS

2. POLLING

POLLING: STANDARD

SELECT ◀ ▶ & SET

POLLING: SECURE

POLLING ID: XXXX

POLLING ID: 1234

2. POLLING

PRESS START KEY

POLLED WAITING

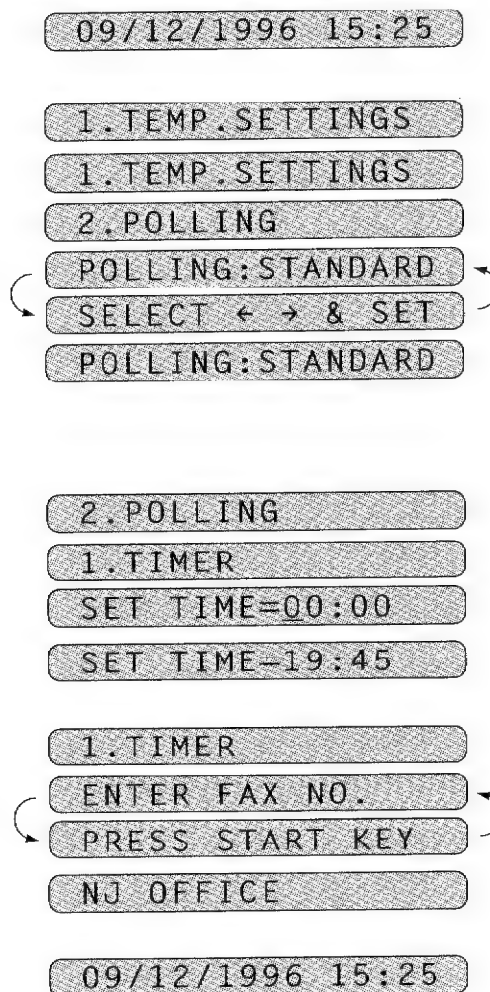
## Delayed Polling

You can set the time at which you want polling to take place. After you select STANDARD or SECURE, press **Set**, then press **1** and use the number keys to enter the time at which you want polling to take place.

### KEYS TO PRESS

- Make sure no documents are in the feeder.
1. Press **Function**.
2. Press **1**.
3. Press **2**.
4. Wait for two seconds.
5. Press ◀ (left arrow) or ▶ (right arrow) to select STANDARD or SECURE.  
Example: STANDARD.
6. Press **Set**.
7. Press **1**.
8. Enter the time.  
Example: **19:45** (7:45P.M.).
9. Wait for two seconds.
10. Press **Stop**.
11. Enter the fax number.  
Example: One-touch dialing.
12. Press **Start**.  
The fax machine waits until the specified time to call.

### THE DISPLAY WILL SHOW:



## Setting up Polled Waiting with Super Quick-Scan

Before pressing **Start**, press **Super Q.Scan** so that you can store your polled waiting document in the memory.

**Helpful Hints** If you use **Super Q.Scan** to place the Polled Waiting documents into the memory, they will not be erased automatically after they are polled. To erase them you must use the Cancel Job function. (See page 6-11.)

## Sequential Polling

This function is the reverse of Broadcasting, in which your machine sends a document to several destinations. In a sequential polling operation, your machine will request documents from several fax units in a single operation.

### KEYS TO PRESS

1. Make sure there are no documents in the feeder.
2. Press **Function**.
3. Press **1**.
4. Press **2**.
5. Press ◀ (left arrow) or ▶ (right arrow) to select **STANDARD** or **SECURE**.  
Example: **STANDARD**
6. Press **Set**.
7. Press **Stop**.
8. Specify the destination fax machines, which you wish to poll by using **One-Touch**, **Speed-Dial**, or **Group** keys.  
Example: **Group** key.
9. Press **Start**. Your machine polls each number or group member in turn for a document.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

1. TEMP. SETTINGS

2. POLLING

POLLING: STANDARD

SELECT ◀ ▶ & SET

POLLING: STANDARD

2. POLLING

ENTER FAX NO.

PRESS START KEY

ALL BROTHER

DIALING

### NOTICE

After all the polling operations are finished, a Sequential Polling Report will be printed automatically.

## 9. PASSWORD

### FOR YOUR INFORMATION

#### *What Is Password?*

The password is provided for use in a closed network of fax machines. It will prevent reception of "junk faxes" that can interfere with your daily operations. It can also help you avoid the transmission of faxes to the unauthorized parties.

#### *How Does the Password Work?*

First the receiving party sets up "SET PASSWORD" to "ON" and then enters a four-digit password.

When you send a fax message, you must enter the same four-digit password. If the four-digit password is the same for both the sending and receiving machines, you will be able to send and receive messages. Also, both machines should be a Brother (or compatible brand).

#### *When to Use Password Plus?*

If you have activated the password function, only people who have set the correct password code on their Brother fax machine can exchange faxes with your machine. To help avoid difficulties, you can use the Password Plus feature. It prevents reception of "junk faxes". If you choose "Password Plus" in "SET PASSWORD", your machine will receive not only faxes sent by parties using your password but also faxes sent without your password, only if the sending machine's number is registered as one of your One-Touch numbers. (Your machine compares the last four-digits of the sending fax machine's number to numbers listed in your One-Touch keys.) If this is case, the sending machine need not be Brother fax machine.)

### *Sending Faxes with a Password*

Before setting up, you should know the password code of the other party.

#### KEYS TO PRESS

1. Insert the document face down into the feeder.
2. Press **Function**.
3. Press **1**.
4. Press **8**.

#### THE DISPLAY WILL SHOW

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

1.TEMP.SETTINGS

1.TEMP.SETTINGS

8.PASSWORD TX

5. Enter a four-digit code.  
Example : **1234**
6. Press **Set** or wait for two seconds.
7. Press **Stop**.
8. Enter the fax number.
9. Press **Start**.

PASSWORD:XXXX  
 PASSWORD:1234  
 8. PASSWORD TX  
 ENTER FAX NO.  
 PRESS START KEY  
 NJ OFFICE  
 DIALING

## Receive Password

You can set receive password status either "ON", "PLUS", or "OFF".

### KEYS TO PRESS

1. Press **Function**.
2. Press **7**.
3. Press **7**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose either PLUS, ON, or OFF.  
Example: PLUS
5. Press **Set**.
6. Enter a four-digit code.  
Example: **1234**
7. Press **Set** or wait for two seconds.
8. Press **Stop** to exit.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25  
 1. TEMP. SETTINGS  
 7. SETUP SYSTEM  
 7. SET PASSWORD  
 RX PASSWORD:OFF  
 SELECT ◀ ▶ & SET  
 RX PASSWORD:PLUS  
 RX PASSWORD:XXXX  
 RX PASSWORD:1234  
 7. SET PASSWORD





## 10. REMOTE FAX OPTIONS (ONLY FOR FAX 1250 and MFC 1750)

Since the machine can store incoming data as well as record it, you can use the convenient FAX Forwarding, Paging and Remote Retrieval functions.

### Setting the Fax Storage

Set this function to "ON" if you want the incoming data to be stored in the memory as well as recorded. Since the data can be stored in the memory, you can use the Fax Forwarding, Paging, and Remote Retrieval functions. It is a good idea to set the Fax Storage function to "ON" when you go out. The initial setting is OFF.

#### KEYS TO PRESS

1. Press **Function**.
2. Press **8**.
3. Press **1**.
4. Press **◀** (left arrow) or **▶** (right arrow) to select ON or OFF.  
Example: ON
5. Press **Set**.
6. Press **Stop** to exit.

#### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

8. REMOTE FAX OPT

1. FAX STORAGE

FAX STORAGE:OFF

SELECT ◀ ▶ & SET

FAX STORAGE:ON

1. FAX STORAGE

#### FOR YOUR INFORMATION

- When you have FAX STORAGE:ON, your incoming faxes will be stored in the memory and the LCD will show the number of incoming calls:

FAX IN MEMORY:01

- When you want to change the Fax Storage setting from ON to OFF and there is fax data still in the memory, you will get the following message after you select OFF:

ERASE ALL FAX?

1. CLEAR 2. EXIT

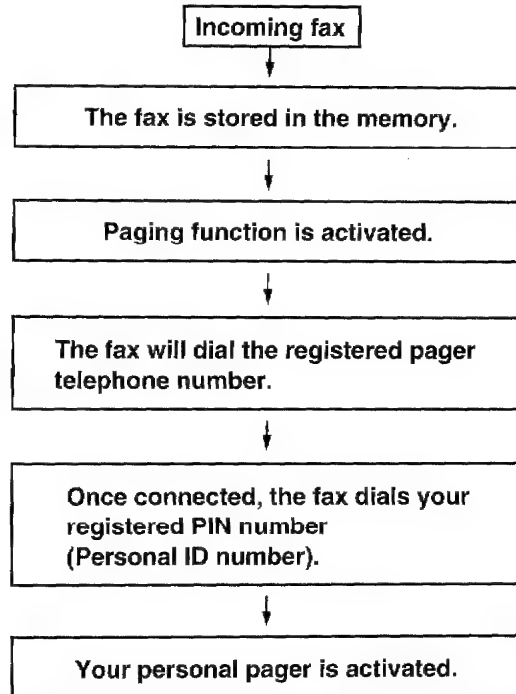
If you select 1 you will erase all the fax data in the memory and the function will be set to OFF. If you press 2, the data will not be erased, and the setting will remain ON.



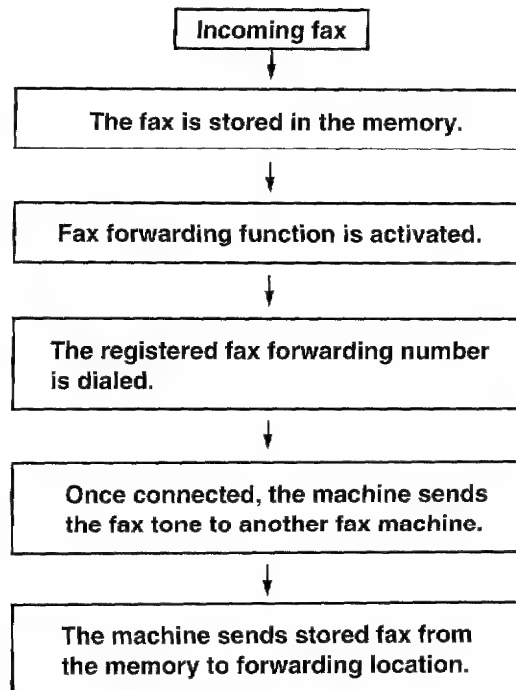
## Paging/Fax Forwarding

When you set the Fax Storage function in Function menu 8-1 to ON (see page 10-1), you have an additional option of paging or fax forwarding, when your fax machine receives a fax message into memory.

How paging works (Paging ON)



How fax forwarding works (Fax Forwarding ON)



### NOTICE

1. You can activate either paging or fax forwarding ; they are very similar features and can not be used simultaneously.
2. If paging is ON, you will be paged every time a fax message is received into the memory.

## Setting Up Paging and Registering the Paging Number

### KEYS TO PRESS

1. Press **Function**.
2. Press **8**.
3. Press **2**.
4. Press ◀ (left arrow) and ▶ (right arrow) to select **PAGING**.
5. Press **Set**.
6. Enter a paging number up to 18 digits (this is the telephone number of your pager), followed by two # signs. Do not include the area code if it is the same for your fax machine and pager.  
Example: **18002844329##**.
7. Press **Set**.
8. Enter a PIN (Personal Identification Number), #, press **Redial/Pause** key, your fax telephone number, and ##. PAUSE appears as a hyphen on the display.  
Example: **12345#-19085551234##**.  
  
- If you do not use a PIN, you must enter the telephone number of your fax machine. Press **Redial/Pause** key before entering your fax number and add ## at the end.  
Example: **-19085551234##**.
9. Press **Set**.
10. Press **Stop** to exit.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

8. REMOTE FAX OPT

2. FAX FWD/PAGING

OFF

SELECT ◀ ▶ & SET

PAGING

PAG#:

ENTER & SET

#: 18002844329##

PIN#:

ENTER & SET

5#-19085551234##

2. FAX FWD/PAGING

- Paging number and PIN number cannot be changed remotely.

## FOR YOUR INFORMATION

The PIN (Personal Identification Number) you enter depends upon the type of paging company you use. There are generally two types of paging companies...

- 1) Satellite Pagers: In this case we recommend you enter your actual satellite PIN# plus your return fax telephone/fax number (or special alpha message).

PIN#      Return#

For Example: 12345#19085551234##

- 2) Radio Pagers: Most\* radio pagers do not require a PIN #, and in this case you should use the PIN # in your fax only for the return number or special alpha message.

Return#      Alpha Message

For Example: 19085551234## or 329329329##

\* If your radio pager utilizes a PIN # then use satellite sequence above.

The "##" symbols at the end of the return number are used to signify the end the PIN number.

## Setting Up Fax Forwarding and Registering the Fax Forwarding Number

### KEYS TO PRESS

1. Press **Function**.
2. Press **8**.
3. Press **2**.
4. Press ◀ (left arrow) and ▶ (right arrow) to select **FAX FORWARD**.
5. Press **Set**.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

8. REMOTE FAX OPT

2. FAX FWD/PAGING

OFF

SELECT ◀ → & SET

FAX FORWARD

FWD#:

ENTER & SET

## REMOTE FAX OPTIONS

6. Enter a fax forwarding number up to 20 digits.

Example: **18005551234**.

WD#: 18005551234

7. Press **Set**.

2. FAX FWD/PAGING

8. Press **Stop** to exit.

### ***What Is Remote Control Access?***

When you leave your home or office, you will turn on your FAX STORAGE to receive fax messages. (See page 10-1.) But if you would like to activate or deactivate this FAX STORAGE feature, you can control and program your fax by remote control. You can call your fax from any touch tone phone, enter your remote access code, followed by programming commands.

### ***Setting the Remote Access Code***

The initial setting for the remote access code on your new fax is "159\*".

#### KEYS TO PRESS

1. Press **Function**.
2. Press **8**.
3. Press **3**.
4. Enter a three digit number **000** to **999**. The last digit, an asterisk, can not be changed.  
Example: **160\***.  
Enter a three digit number 000 to 999.
5. Wait for two seconds.
6. Press **Stop** to exit.

#### THE DISPLAY WILL SHOW:

09/12/1996 15:25

1. TEMP. SETTINGS

8. REMOTE FAX OPT

3. REMOTE ACCESS

ACCESS CODE: 159\*

ACCESS CODE: 160\*

3. REMOTE ACCESS

#### **Helpful Hints**

Change the remote control code and use it as a "secret password" to limit access to your REMOTE FAX OPTIONS.

When you use the Remote Access Code, you must press all four keys (three-digit number plus \*).

### ***How to Use Remote Access and Control Codes***

---

1. Call from a touch tone phone.
2. Enter your fax machine's number.
3. Enter your Remote Access Code immediately after your fax machine answers with a beep. (See page 10-5.)
4. If you hear a long beep, it means your machine has received fax message(s). If you do not hear a long beep, it means your fax machine did not receive message(s).
5. Next you will hear a series of two short beeps, during which you can enter a Remote Control Command. (See page 10-7.)
6. Enter a Remote Control Command.
7. After finishing one command, you can enter the next command during another series of two short beeps.
8. Press **90** to exit remote control.

If you perform a wrong operation, you will hear three short beeps.

If you wait more than 30 seconds during the series of two short beeps, your machine will disconnect the line.

### ***Remote Retrieval***

---

If you have set your FAX STORAGE: ON to store incoming fax messages, you have the ability to retrieve these fax messages from any remote group 3 facsimile machine.

Remote fax retrieval is accomplished via remote control access commands, which are described in the remainder of this chapter.

#### **FOR YOUR INFORMATION**

##### ***When to Press the Remote Access Code***

---

Just after the line is connected, you should enter the remote access code from **any** touch tone phone. Make sure that you enter the remote access code while you do **NOT** hear any chirping sound of a fax machine. If the fax machine is set to **MANUAL** mode, it will answer the call after 20 rings. You will have 30 seconds to press the remote access code or the line will be disconnected.

## REMOTE FAX OPTIONS

### Remote Control Commands

You can control your fax machine with the following remote control commands.

Remote control command		Detail Operation
95	Changing Fax Forwarding /Paging setting	
	1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you can not change it because the conditions (ex. registering fax forwarding or paging number) have not been completed. You can register your fax forwarding number by using 4. FAX FWD No. (see page 10-8). Once you have registered the number, the machine will automatically turn to "FAX FWD:ON" mode. Then, receive a Memory Status List by entering 961 (see page 10-8). Check the List to make sure the Fax Forwarding number you registered is correct. Then enter the confirmation command 955. Now the machine will start Fax Forwarding.
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD No.	
	5 FWD No. Confirm	
	6 Fax Storage ON	You can set FAX STORAGE ON or OFF.
	7 Fax Storage OFF	
96	Retrieve FAX	
	1 Memory Status List	You can use a remote fax machine to receive a List or stored fax message(s). (See page 10-8.)
	2 00 Retrieve all FAXES	
	2 "MSG No." 00 Retrieve by MSG number	
	3 Erase FAX in the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97	Check the receiving status	You can check whether your fax machine has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
	1 FAX	
98	Change Answer Mode	If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you can not change it.
	1 TAD	
	2 F/T	
	3 AUTO	
90	Exit	After a long beep, you can exit remote control.

### Printing a Fax Message

You can print a fax message that is stored in the memory.

#### KEYS TO PRESS

1. Press **Function**.
2. Press **8**.
3. Press **4**.
4. Press **Start**.
5. Press **Stop** to exit.

#### THE DISPLAY WILL SHOW:

FAX IN MEMORY:03

1.TEMP.SETTINGS

8.REMOTE FAX OPT

4.PRINT FAX

PRESS START KEY

PRINTING

4.PRINT FAX

## 16. SPECIFICATIONS

Type	Desktop facsimile transceiver
Compatibility	ITU-TS Group 3
Coding system	Modified Huffman (MH)
Modem speed	14400/12000bps (Only for FAX 1550MC, MFC 1650/1750/1850MC/1950MC) 9600/7200/4800/2400bps; Automatic Fallback
Document input width	148 mm to 216 mm (5.8 inches to 8.5 inches)
Scanning/Printing width	208 mm (8.2 inches)
Paper size	Letter/Legal/A4
Cassette capability	200 sheets (20 lbs)
Printer type	Line thermal with ribbon
Gray scale	64 levels
Display	LCD, 16 characters
Polling types	Standard, Secure, Delay, Sequential
Contrast control	Automatic/Super Light/Super Dark (manual setting)
Resolution	<ul style="list-style-type: none"><li>• Horizontal 8 dot/mm (203 dot/inch)</li><li>• Vertical Standard 3.85 line/mm (98 line/inch) Fine, Photo(copy) 7.7 line/mm (196 line/inch) Superfine, Photo 15.4 line/mm (392 line/inch)</li></ul>
One-touch dial	30 stations
Speed-dial	30 stations (FAX1150, FAX1250, MFC1650), 60 stations (MFC1750, MFC1850MC), 100 stations (FAX1550MC, MFC1950MC)
Automatic redial	3 times at 5 minute intervals
Speaker type	Monitor
Auto answer	0, 1, 2, 3 or 4 rings
Communication source	Public switched telephone network
Operating environment	41 - 95° F
Power source	120V AC 50/60Hz (U.S.A., Canadian Version Only)
Power consumption	Standby: under 10 watts Peak: under 170 watts (25°C)
Dimensions	375 x 405 x 213 (mm)/8.4 x 14.8 x 15.9 (inches)
Weight	6.0 kg/13.0 lbs

Specifications are subject to change for improvement without prior notice.

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### Important-About the Interface Cable

This machine has been certified to comply with FCC standards, which are applied to the U.S.A. only. A shielded interface cable should be used according to FCC 15.27(C). In addition, a grounded plug be plugged into a grounded AC outlet after checking the rating of the local power supply for the printer to operate properly and safely.

#### CAUTION

Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

#### ATTENTION:

The product that you have purchased contains a rechargeable battery. The battery is recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream. Check with your local solid waste officials for details in your area for recycling options or proper disposal.

If you have any problem, contact Brother service personnel at 1-800-284-4FAX

(Voice) (USA Only).

1-800-284-4329

(Voice) (USA Only)

1-908-271-1937

(Fax) (USA Only)

1-714-859-2610 (BBS)

<http://www.brother.com>

(Internet)

1-800-853-6660

(CANADA Only)

(Only for FAX 1550MC and MFC 1850MC/1950MC)

## ***Important Safety Instructions***

---

1. Read all of these instructions.
2. Save them for later reference.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unsuitable cart, stand, or table. The product may fall, causing serious damage to the product.
7. Slots and openings in the cabinet and the back or bottom are provided of ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your dealer or local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used (See page 1-10.) with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (U.S.A. only).
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to service personnel at 1-800-284-4FAX (4329) (USA), 1-800-853-6660 (CANADA).
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance, indicating a need for service.

### Warning

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company nor connected to party lines.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Re-orient or relocate the receiving antenna.
- Increase the separation between the fax equipment and the receiver.
- Connect the fax equipment on a separate circuit.
- Consult the dealer or an experienced radio/TV technician for help.

### Caution

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

**Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.**

The serial number may be found on the label affixed to the back of the unit. For your convenience, note the number below and retain this owner's manual to serve as a permanent record of your purchase, in the event of a theft or fire, or for future reference.

MODEL NO. IntelliFAX 1150/1250/1550MC  
and MFC 1650/1750/1850MC/1950MC SERIAL NO. \_\_\_\_\_

NAME OF DEALER \_\_\_\_\_

DATE OF PURCHASE \_\_\_\_\_

## 14. IMPORTANT INFORMATION

### Standard Telephone and FCC Notices (Applies only to 120V model)

These notices are in effect on models sold and used in the U.S.A.

**This equipment is hearing-aid compatible.**

**When programming emergency numbers and/or making test calls to emergency numbers:**

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

See 1-10 for details.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

If your IntelliFAX1150/1250/1550MC and MFC1650/1750/1850MC/1950MC damages the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this IntelliFAX1150/1250/1550MC and MFC1650/1750/1850MC/1950MC, please contact the manufacturer's authorized service agency for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your fax machine, contact Brother service personnel at 1-800-284-4FAX (U.S.A. Only).

1-800-284-4329 (U.S.A. Only)

1-800-853-6660 (CANADA Only)

### **Fax Machine Does Not Answer When Called**

Make sure the fax machine is not in MANUAL mode (Auto and F/T lights out). Check it is in the correct receiving mode for your setup (either Auto, F/T or TAD/Message Center). Check for a dial tone. If possible, call your fax machine to hear what is happening.

### **No Dial Tone on the Handset**

Press **Hook**. If no dial tone, check telephone line connections at fax machine and wall jack. Connect a regular telephone into the wall jack to see if the phone line is working.

### **Poor Transmitting Quality**

If faxes you send are hard to read at the receiving machine, try changing your resolution to FINE or SUPERFINE. Also, clean your scanner glass cover and white pressure bar.

### **Vertical Black Lines When Receiving**

The print head on your machine may be dirty or the sender's scanner may be dirty. Make a copy; if it is the same, clean your print head with isopropyl alcohol and a lint-free cloth. The print head is about 9 X 1/2 inches and is gold in color with triangular markings. (See page 13-1.)

### **Vertical Black Lines When Sending**

Make a copy. If the copy is the same, the scanner area is dirty. Lift the control panel and look in the front of the machine in the document path. Use isopropyl alcohol and a lint-free cloth. Clean the glass cover (about 9 X 1/2 inches) below and the white metal pressure bar (same size) found inside the cover above it. (See page 13-1.)

## DOCUMENT JAM

Your documents were not inserted properly, or the documents were not fed properly, or the documents were too long.

Open the control panel and remove the documents. (See page 13-2) Then close the control panel, press **Stop** and insert the documents again, adjusting the guides on either side of the document, and try sending the fax again.

Original documents should be straight and non-wrinkled, to be fed correctly. Otherwise, the documents may jam occasionally.

**M**

MACHINE ERROR XX

PRESS STOP KEY

Cut the power off. Then contact the Customer Service number listed on page 13-4.

**N**

NO RESPONSE/BUSY

The number you called does not answer or is busy. You also may have reached a number that is not connected to a fax machine. Check the number and try again.

Check that you have the correct number and dialed it correctly. Try to call the number from a regular telephone to make sure it is in service.

NOT REGISTERED

The One-Touch key or Speed-Dial number you pressed has no number assigned to it. You need to program a phone number. (See page 4-4~8)

**P**

PAPER EMPTY

There is no more paper. It is also possible that the paper cassette is not properly installed. Refill the paper or correct the position of the paper cassette.

PRINTER JAM

The recording paper is jammed in the printing area. Make sure your fax machine is on a surface. That is flat, level and stable.

Remove the jammed paper. (See page 13-2~3)

## Other Problems

### Condensed Print and Horizontal Streaks Cut Off Top and Bottom of Sentences

This is usually caused by a bad connection, interference or static on the phone line. Make a copy. If the copy is fine, the machine is OK. Try to receive from other parties and try your machine on another phone line. Have the phone line checked by the telephone company.

### Cover Page Comment Always Prints "Please Call"

The Cover Page report is only a sample of the format and always prints "Please Call". The comment you programmed will be generated at the receiving machine.

### Dialing Does Not Work

Check for a dial tone. Change TONE/PULSE setting. Check all telephone line connections: telephone line from wall jack to LINE jack on fax machine and make sure curled handset cord is not in EXT jack. Check power cord connection. Send a manual fax (press **Hook** or lift handset), wait to hear fax receiving tones and press **Start**.

## Troubleshooting

"BROTHER CUSTOMER SERVICE HAS INSTALLED AN EASY TO USE FAXBACK SYSTEM SO YOU CAN GET INSTANT ANSWERS TO COMMON TECHNICAL QUESTIONS AND PRODUCT INFORMATION FOR ALL BROTHER PRODUCTS. THIS SYSTEM IS AVAILABLE 24 HOURS A DAY 7 DAYS A WEEK. YOU CAN USE THE SYSTEM TO SEND FAXES TO ANY FAX MACHINE, NOT JUST THE ONE YOU ARE CALLING FROM.

PLEASE CALL 1-800-521-2846 AND FOLLOW THE VOICE PROMPTS TO RECEIVE FAXED INSTRUCTIONS ON HOW TO USE THE SYSTEM AND YOUR INDEX OF FAXBACK SUBJECTS." (USA Only)

You may occasionally encounter a problem with your fax machine or telephone line. If this happens, your fax machine often identifies the problem and displays an error message. Refer to the following list when you see an error message on the display.

If additional help is needed, please contact the following Customer Service numbers :

**U.S.A**    **1-800-284-4FAX (4329) (Voice)**  
               **1-908-271-1937 (Fax)**  
               **1-908-356-8880 (Extension 7920) (Voice)**  
               **1-714-859-2610 (BBS)**  
               **<http://www.brother.com> (Internet)**  
**Canada**   **1-800-853-6660 (Calling from within Canada, 8:00 AM-8:00 PM E.S.T.)**

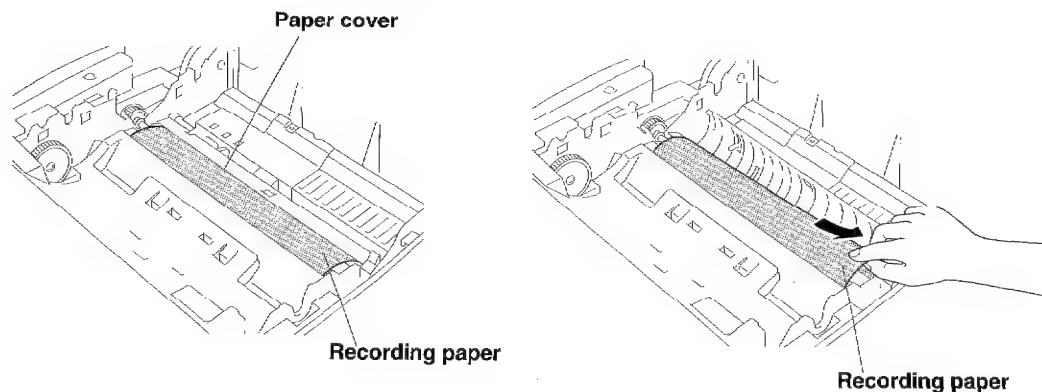
## Error Messages

Error messages are listed below in alphabetical order.

<b>C</b>	<b>CHANGE CARTRIDGE</b>	The printing cartridge has run out. Replace the used cartridge with a new one. (See page 1-6.)
	<b>CLEAN UP SCANNER</b>	The scanner is dirty. Clean the scanner. (See page 13-1.)
	<b>COMM. ERROR</b>	You encountered a communications error that resulted from a poor quality phone line. Try the call again.
	<b>CONNECTION FAIL</b>	You requested the polling function even though the machine you called does not have the polling feature.
	<b>COVER OPEN</b>	The top cover or print head cover was not completely closed. Please check them.
<b>D</b>	<b>DISCONNECTED</b>	The telephone line was disconnected by the other party during the communication. Try calling the other party to see what happened.



Open the paper cover and remove the jammed paper by pulling in upward direction.



6. Install the paper cassette.  
Be sure to push the paper plate down until it locks in position.(See Page1-7.)
7. Install the cartridge.
8. Gently push down the print head until you hear a “click”.
9. Close the top cover.

## ***Optional Memory Board***

The memory board is installed on the main controller board inside the machine. You can add the optional memory board for the fax.

Additional memory is available and useful to expand the memory for sending and receiving faxes.

Model Name	Optional Memory	
FAX 1150/1250 MFC 1650/1750 (256KB)	N/A (Not Available)	
FAX 1550MC MFC 1850MC/1950MC (512KB)	Yes (512 KB)	(total 1MB)

## ***Paper Jams***

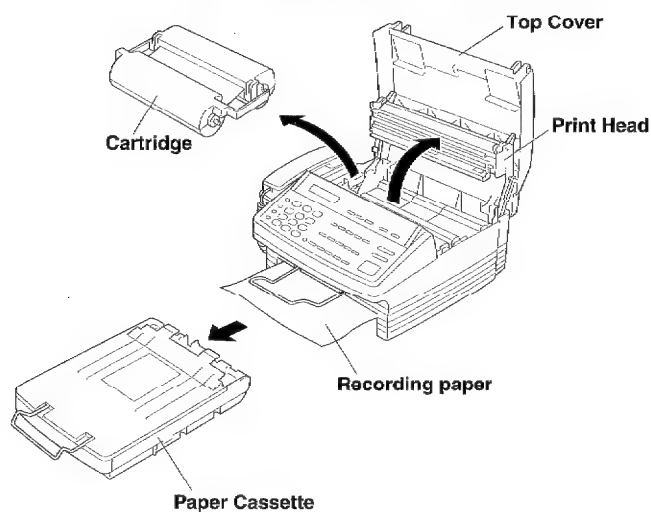
Your fax machine will sound an alarm if the document jams while going through the feeder or if the recording paper becomes stuck. The display will show "DOCUMENT JAM" or "PRINTER JAM".

### ***Fixing a Document Jam***

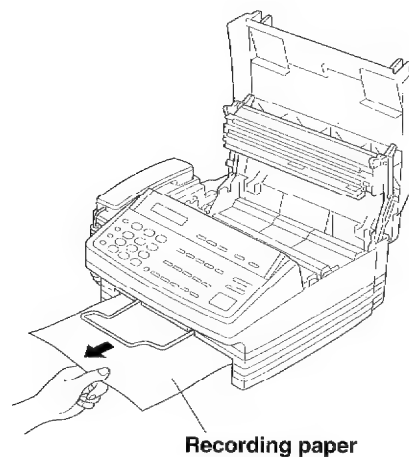
1. Open the control panel.
2. Remove the jammed documents by turning the blue gear.  
-Do not pull out the jammed paper from upper side
3. Close the control panel.
4. Press **Stop**.

### ***Fixing a Recording Paper Jam***

1. Open the top cover.
2. Lift the two blue release levers to open the print head.
3. Take out the printing cartridge.
4. Remove the paper cassette.



5. Remove the jammed paper.  
- Carefully pull out the jammed paper.



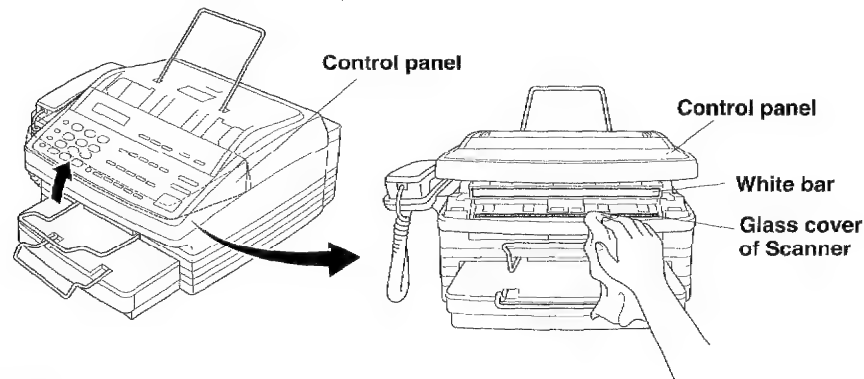
## 13. REGULAR MAINTENANCE AND TROUBLESHOOTING

### *Regular Maintenance*

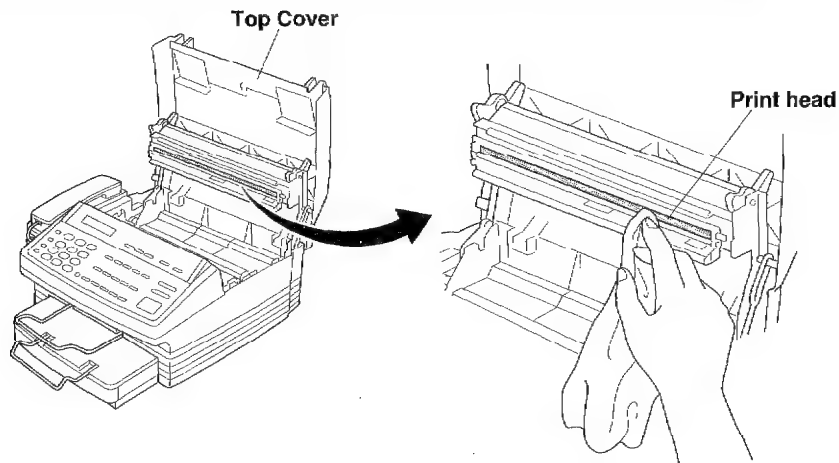
You can keep your fax machine in optimum condition by cleaning it on a regular basis. Avoid using thinners or other organic solvents to clean the machine and do not use any water.

Follow the four steps below:

1. Unplug the telephone line and then the power cord.  
When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.
2. Wipe any dirt off the machine using a slightly damp cloth.
3. Clean the scanner.  
Moisten a small piece of soft, lint-free cloth with Isopropyl alcohol and carefully remove any dirt from the glass cover and from the white bar of the scanner area.



4. Clean the printer.  
Open the Top cover and print head. Moisten a small piece of soft, lint-free cloth with Isopropyl alcohol and keep wiping the edge of the print head until all dirt is removed.



**Helpful Hints** If the scanner and the print head are dirty, the quality of the transmission or reception image, and copy becomes degraded. Use the above procedure to clean these parts frequently.

## Memory Status List

The MEMORY STATUS LIST will show you the addressee and amount of occupied memory for items stored in the memory such as delayed transmissions and polled waiting. You will see the combined total of stored fax messages for retrieval. The available memory is expressed as percentage of remaining memory.

MEMORY STATUS LIST			
		TIME : 09/12/1996 15:25	
		NAME : BROTHER	
		FAX : 4155554444	
		TEL : 4155554445	
TAD			
	DATE	TIME	
01 INCOMING MESSAGE	: 09/12/1996	10:15	
02 INCOMING MESSAGE	: 09/12/1996	14:20	
01 MEMO	: 09/12/1996	12:45	
02 MEMO	: 09/12/1996	13:15	
OUTGOING MESSAGE			
03 VOICE ON DEMAND			10%
VOICE ALARM			
12 SCHEDULES			10%
STORED FAXES FOR RETRIEVAL			
	DATE	TIME	RECEIVED FROM
MESSAGE 01	: 09/12/1996	12:00	0528242787
MESSAGE 02	: 09/12/1996	14:42	5892786
	(A)	(B)	10%
# OF PAGES			
			01
			03
MAIL BOX			
	DATE	TIME	RECEIVED FROM
BOX01			
TAD	: 09/12/1996	16:51	
			01%
MEMORY USED FOR FAX FEATURES			
	TIME	DESTINATION	# OF PAGES
TIMER	1) 23:45	(BROADCAST)	01 10%
POLLING WAITING			02 12%
REDIAL WAITING	1)	BROTHER BOSTON	02 05%
ECM			24%
05 FAX ON DEMAND			02%
FAX FORWARD NUMBER	:	18005551234	
MEMORY AVAILABLE			
FREE			16%

} Your fax machine has received 4 TAD messages.

← You use 3 memory boxes to store voice-on-demand information.

← You set 12 scheduled appointment reminders.

} You received two FAX messages :  
(A) When the fax came in  
(B) Sending party's number

} This shows that Personal Mailbox 01 has received a TAD message.

} This shows that you have three items in the fax's memory for timer, polling and redial transmissions.

← You use 5 memory boxes to store fax-on-demand information.

← This shows the Fax Forwarding number.

← This shows the amount of available memory.

(MEMORY STATUS LIST of FAX 1550MC)

TRANSMISSION VERIFICATION REPORT

TIME : 09/12/1996 15:25  
 NAME : BROTHER  
 FAX : 4155554444  
 TEL : 4155554445

DATE, TIME	09/12 15:24
FAX NO./NAME	NJ OFFICE
DURATION	00:00:45
PAGE(S)	01
	COVERPAGE
RESULT	OK
MODE	STANDARD

ALL DIAL LIST

TIME : 09/12/1996 15:25  
NAME : BROTHER  
FAX : 4155554444  
TEL : 4155554445

SPEED-DIAL

NUMBER	FAX/TEL NUMBER	F/T	DESTINATION	GROUP
#01	5892786	F/T	BROWNE M.	
#02@	1234567		W. COMPANY	
#03	03-256-1121	FAX	TOKYO OFFICE	
#00	5555151	TEL	MANCHESTER	

@:CHAIN

(ALL DIAL LIST of FAX 1550MC)

## ***Transmission Verification (Xmit) Report***

The Transmission Verification Report can be used as proof that you sent a fax. It lists the name or fax number of the receiving party, the time and date of transmission, and whether the transmission was successful. The factory default setting is OFF.

**OFF:** The report will be printed automatically only if an error occurs during transmission. If the report says "Result: NG" then send all the pages again. If the report says "Result: Check readability of transmitted page(s) 02, 05" then send only pages 2 and 5 again.

**ON:** A report will be printed automatically. It is important to read the result of each report to check that the transmission was successful.

### **KEYS TO PRESS**

1. Press **Function**.
2. Press **3**.
3. Press **7**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose the setting.  
Example: ON.
5. Press **Set**.
6. Press **Stop** to exit.

### **THE DISPLAY WILL SHOW:**

09/12/1996 15:25

1. TEMP. SETTINGS

3. PRINT REPORTS

7. XMIT REPORT

XMIT REPORT: OFF

SELECT ◀ ▶ & SET

XMIT REPORT: ON

7. XMIT REPORT

ACTIVITY REPORT

TIME : 09/12/1996 19:45  
 NAME : BROTHER  
 FAX : 4155554444  
 TEL : 4155554445

DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
09/12	10:00	BROTHER BOSTON	04:23	20 CV CA	OK	TX
09/12	10:10	NJ OFFICE	00	00	BUSY	TX
09/12	14:53	BROTHER BOSTON	48	01 CV CA	OK	TX

BUSY: BUSY/NO RESPONSE  
 NG : POOR LINE CONDITION  
 CV : COVERPAGE  
 CA : CALL BACK MSG  
 POL : POLLING  
 RET : RETRIEVAL

Note : "TX" means Transmit, "RX" means Receive.

### Printing the All Dial List

You can print a list of all One-Touch numbers and Speed-Dial numbers.

ALL DIAL LIST

TIME : 09/12/1996 15:25  
 NAME : BROTHER  
 FAX : 4155554444  
 TEL : 4155554445

ONE-TOUCH DATA

NUMBER	FAX/TEL NUMBER		DESTINATION	GROUP
*01	61-2018285881	FAX	AUSTRIAN OFFICE	
*02	234-5678	TEL	ABC COMPANY	
*03	334-5566	FAX	HEAD OFFICE	
*04				
*05	14155551212	FAX	NJ OFFICE	
*30				

@:CHAIN

All the reports and lists may be printed as follows:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press <b>Function</b> .	09/12/1996 15:25
2. Press <b>3</b> .	1. TEMP. SETTINGS
3. Press the number of the level two function you wish to print. Example: 1.ACT.REPORT.	3. PRINT REPORTS
4. Press <b>Start</b> .	1. ACT. REPORT
	PRESS START KEY
	PRINTING

## Activity Report Interval

An Activity Report can be printed at certain intervals that you specify. You can set the journal period to "OFF", "6 hours", "12 hours", "24 hours", "2 days", "4 days" or "7 days". The Activity Report will list all outgoing and incoming faxes (only the last 30) during that period. The factory default setting is OFF.

After the Activity Report has printed at the preset interval, the information will be deleted and can not be recovered. However, at any time between these scheduled reports, you can manually print the Activity Report and the information will remain.

NOTE: If your Activity Report is not listing all your transactions, select a shorter interval period.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press <b>Function</b> .	09/12/1996 15:25
2. Press <b>7</b> .	1. TEMP. SETTINGS
3. Press <b>3</b> .	7. SETUP SYSTEM
4. Press ◀ (left arrow) or ▶ (right arrow) to choose the setting. Example: 12 HOURS. If you select seven days, you should choose the base day of the week.	3. INTERVAL
5. Press <b>Set</b> .	ACT. RPT.: OFF
6. Enter the time to print in 24-hour format using the number keys. Example: 19:45 (7:45P.M.).	SELECT ◀ ▶ & SET
7. Wait for two seconds.	EVERY 12 HOURS
8. Press <b>Stop</b> to exit.	START AT: 00:00
	START AT: 19:45
	3. INTERVAL



## 12. PRINTING REPORTS AND LISTS

You can print the following lists and reports under function item 3. PRINT REPORTS.

Level one function	Level two function	Content	Page
3. PRINT REPORTS	1. ACT. REPORT	The Activity Report lets you know whether transmissions and incoming faxes were received.	12-3
	2. ALL DIAL	This is a list of the names and numbers that are stored in One-Touch and Speed-Dial memory, printed in One-Touch and Speed-Dial number order.	12-3,4
	3. TEL. INDEX	The same as the All Dial list printed in alphabetical order.	_____
	4. COVERPAGE	This allows you to check the Cover Page format.	6-14
	5. CALL BACK MSG	Used to check the Call Back message format.	6-19
	6. USER OPTIONS	The settings for FUNCTION 5 to 9 (USER OPTIONS, TEL OPTIONS, SETUP SYSTEM, SETUP MSG CTR, REMOTE FAX OPT and SETUP MC PRO) are printed here.	_____
	7. XMIT REPORT	You can choose whether the Transmission Verification Report will be printed after all faxes you send. ON/OFF	12-5
	8. MEMORY STATUS	The addressee and the amount of occupied memory for items stored in the memory are printed here.	12-6
	9. CALLER ID	You can review calls you received by checking this list.	7-22

### Other Reports

The following reports are printed automatically, for your information.

- Help List (By pressing **Help** on the control panel.) (See page 3-8.)
- Polled Report
- Delayed Transmission Report
- Broadcast Report
- Sequential Polling Report
- Transmission Verification Report

## NOTICE

- When enlarging, any portion that extends outside the edge of the recording paper will be cut off.
- The selection you made under Function menu 5-6 (see page 7-6) will not affect enlargements, but it will affect reductions, as follows: If the recording paper is letter size, you can select a reduction ratio of 93%, 87%, or 75%. If it is A4 size, you can select a reduction ratio of 93% or 87%, and if it is legal size, you can select 93% only. (See page 7-6~8.)

## Making Reduced and Enlarged Copies

Use this function to make reduced or enlarged copies of a document. Select Auto Reduction (AUTO) if you want to reduce the size of the original, regardless of its size, to the size of the recording paper. To enlarge or reduce a document, select one of the enlargement/reduction ratios: 150%, 125%, 120%, 93%, 87%, 75% or 50%. If you want to reproduce the same size, select 100%.

### KEYS TO PRESS

1. Insert the documents face down into the feeder.
2. Press **Enlarge/Reduce**.
3. Press ◀ (left arrow) or ▶ (right arrow) to choose the setting.
  - If you want Auto Reduction, select "AUTO".
  - If you want to reproduce the same size, choose 100%.
  - For Fixed Enlargement or Reduction, choose one of the following settings: 150%, 125%, 120%, 93%, 87%, 75% or 50%.

Example: 93%
4. Press **Copy**.
5. Enter two digits for the number of copies you want using the number keys (Max. 99 copies).  
Example: 05
6. Press **Copy** or just wait for 5 seconds.
7. Press ◀ (left arrow) or ▶ (right arrow) to select the stacking or Sorting method.  
Example: STACK.
8. Press **Copy** to begin copying.

### THE DISPLAY WILL SHOW:

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

ELG/RDC: AUTO

SELECT ↔ & COPY

ELG/RDC: 93%

NO. OF COPIES: 01

ENTER & COPY KEY

NO. OF COPIES: 05

MULTI COPY: STACK

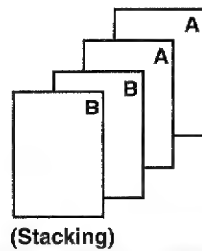
SELECT ↔ & COPY

MULTI COPY: STACK

COPY STACK

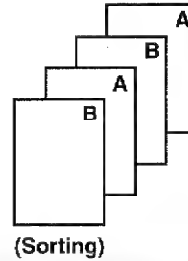
## Making Multiple Copies

There are two ways to make multiple copies on your fax machine. The first is the stacking method, this will make "n" copies of page one, "n" copies of page two and so on. These will all be stacked on top of each other. The second method is the sorting or collating method. This is when the fax machine scans the entire document and then makes 1 copy of page 1, 2, 3, 4 in order. Then makes a second copy of 1, 2, 3, 4 until a total of n copies has been made.



### KEYS TO PRESS

1. Place the documents face down into the feeder.
2. Press **Copy**.
3. Enter two digits for the number of copies you want using the number keys (Max. 99 copies).  
Example: **05**.
4. Press **Copy** or just wait 5 seconds.
5. Press ◀ (left arrow) or ▶ (right arrow) to select the stacking or sorting method.  
Example: **STACK**.
6. Press **Copy** to begin copying.



### THE DISPLAY WILL SHOW:

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

NO. OF COPIES: 01

ENTER & COPY KEY

NO. OF COPIES: 05

MULTI COPY: STACK

SELECT ↔ & COPY

MULTI COPY: STACK

COPY STACK

- NOTE: 1. When making Multiple Copies, do not let the receiving tray become overstacked. Remove the copied paper from the receiving tray frequently.
2. When making Multiple Copies, make sure there is enough recording paper in the machine.

### FOR YOUR INFORMATION

#### *What to Do When You Get a "MEMORY FULL" Message while Making Copies*

If you are using the stacking method, press **Stop**. If you are using the sorting method, press **Copy** to copy the portion that is in the memory, or press **Stop** to cancel.

## 11. HOW TO USE THE COPY FUNCTION

### *Making a Single Copies*

Use this function to make a single copy.

#### KEYS TO PRESS

1. Insert the documents face down into the feeder.
2. Press **Copy**.
3. Press **Copy** or just wait for 5 seconds.

#### THE DISPLAY WILL SHOW:

09/12/1996 15:25

FAX: NO. & START

COPY: PRESS COPY

NO. OF COPIES: 01

ENTER & COPY KEY

COPYING

- Helpful Hints**
1. Set the resolution to either PHOTO or S.FINE. If you select STANDARD or FINE, the resolution will automatically change to S.FINE.
  2. When you want to change the resolution for each page, use Function menu 1-5 (see page 6-13) to set the resolution for each page.
  3. When you want to make a copy, make sure the text or image on the original document is not too close to the edge. Your fax machine cannot read anything closer than 4 mm (1/8 inch) from the edge.
  4. Do not pull on the paper while copying is in progress. This may distort the copied image and damage your machine.

**NOTE:** Original documents should be straight, non wrinkled, to be fed correctly. Otherwise the documents may jam occasionally.

### ***Retrieving the Memory Status List and Fax Messages Remotely***

From a remote fax machine, you can retrieve your Memory Status List to see if you have any stored fax messages in the memory. Then you can retrieve all or only specified fax messages that are on the list.

1. Pick up the handset of a remote touch tone fax machine.
2. Dial your fax machine's number.
3. When your fax machine answers with a beep, immediately press your Remote Access Code (**159\***).
4. As soon as you hear two (2) short beeps, press **961**.
5. When you hear your fax machine through the handset responding with a fax tone, press **Start** and hold the handset if you want to retrieve fax messages also. (If you wish to retrieve only the Memory Status List, replace the handset.)
6. Your remote fax machine will print the Memory Status List. (See page 12-6.)
7. Look at the Memory Status List to see if there are any fax messages you want to retrieve.
8. Press **96 2** as soon as you hear two (2) short beeps.  
After **96 2**, enter the two-digit message numbers from the Memory Status List (ex. **01**) and end by pressing **00**.  
ex.) To receive NO.1 and NO.2 messages, press **96 2 01 02 00**.  
If you want to retrieve all messages, simply press **00**.  
ex.) To retrieve all fax messages, press **96 2 00**.
9. When you hear your fax machine through the handset responding with a fax tone, press **Start**.
10. Replace the handset.
11. Your remote fax machine will print the fax messages.

### ***Changing the Fax Forwarding Number Remotely***

1. Pick up the handset of a remote fax machine.
2. Dial your fax machine's number.
3. When your fax machine answers with a beep, immediately press your Remote Access Code (**159\***).
4. As soon as you hear two (2) short beeps, press **954**.
5. Enter your new Fax Forwarding number using the number keys (up to 20 digits). You can not register \* and # as dial numbers. Use \* to create a pause between the dial numbers.
6. Press # after entering the new number.
7. As soon as you hear the next two (2) short beeps, press **961**.
8. When you hear your fax machine through the handset responding with a fax tone, press **Start** and hold the handset.
9. Your remote fax machine will print the Memory Status List. Look at the list to make sure the new Fax Forwarding number you registered is correct.
10. If the new number is correct, wait for the next two (2) short beeps, and press **955**. (If the new number is incorrect, press **954** and reenter the number beginning at Step 5.)
11. Replace the handset. Your new Fax Forwarding number is activated.

These machines are made for use in the USA only. We can not recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your fax machine may not be compatible with the power available in foreign countries. Using USA models overseas is at your own risk and will void your warranty.



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